# User Manual - Learner

# Dell – O & CS UNIVERSITY

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## 1. About O & CS University

Dell is transforming into a leading end-to-end solutions provider for customers worldwide, and O & CS University empowers you to bring this to life by taking charge of your learning and development via ILP (Individual Learning Program).

# 2. Login

## 2.1. First Time Login

Portal URL: **http://www.oandcsuniversity.com/**

To activate your account, you should make note of the below points:

- You will get access to the portal (O & CS University website) as and when an ILP is assigned to you.
- Your login credentials will be created and sent to you via an auto-generated email.
- Click on the link provided in the email to activate your account and set login credentials.

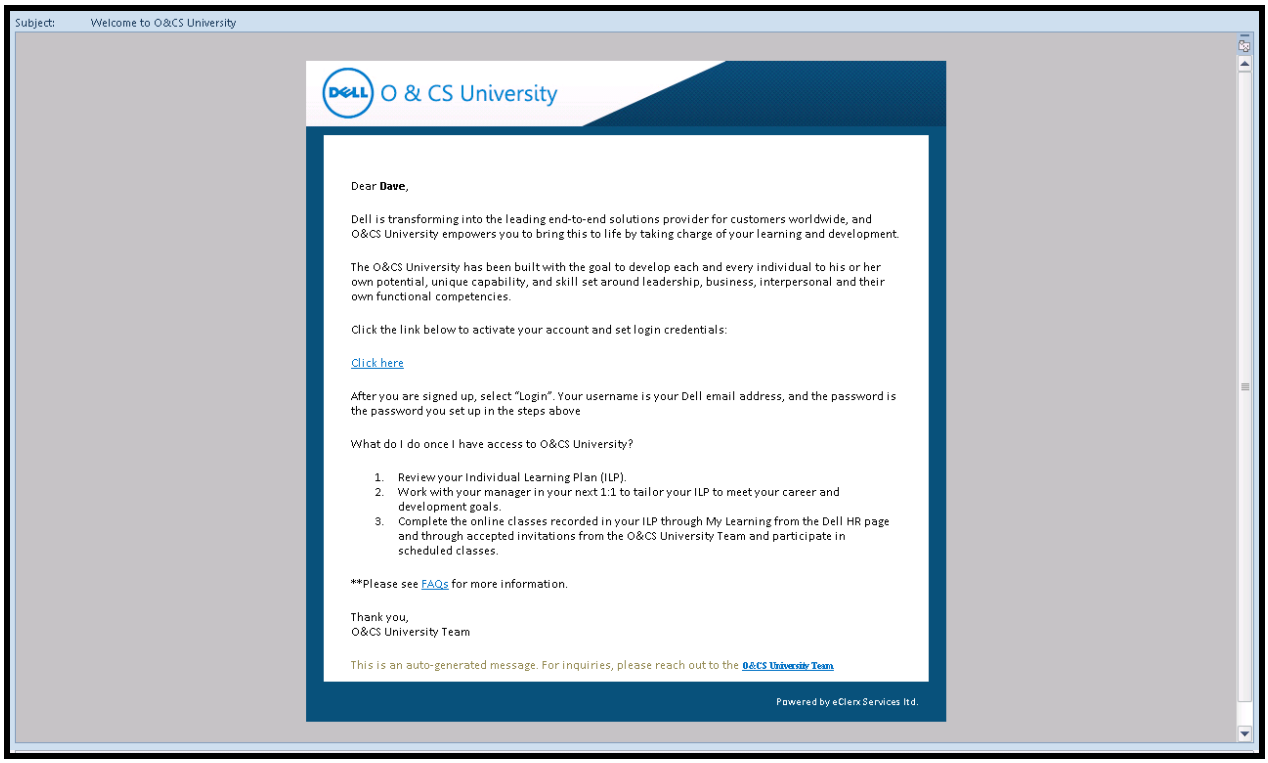

Subject: Welcome to O&CS University
O & CS University
Dear Dave,
Dell is transforming into the leading end-to-end solutions provider for customers worldwide, and O&CS University empowers you to bring this to life by taking charge of your learning and development.
The O&CS University has been built with the goal to develop each and every individual to his or her own potential, unique capability, and skill set around leadership, business, interpersonal and their own functional competencies.
Click the link below to activate your account and set login credentials:
Click here
After you are signed up, select "Login". Your username is your Dell email address, and the password is the password you set up in the steps above
What do I do once I have access to O&CS University?
1. Review your Individual Learning Plan (ILP).
2. Work with your manager in your next 1:1 to tailor your ILP to meet your career and development goals.
3. Complete the online classes recorded in your ILP through My Learning from the Dell HR page and through accepted invitations from the O&CS University Team and participate in scheduled classes.
**Please see FAQs for more information.
Thank you,
O&CS University Team
This is an auto-generated message. For inquiries, please reach out to the O&CS University Team
Powered by eClerx Services ltd.

**Figure 1: Login Credentials Email**

**To set you login password, please follow the below steps:**

- System will open a new web browser window and prompt you to set your new password.
- Enter a password of your choice in 'New Password' textbox (screenshot below)
- Re-enter same password in 'Confirm Password' textbox.
- Make sure your password should be minimum 8 characters long.
- Click on the 'Save' button

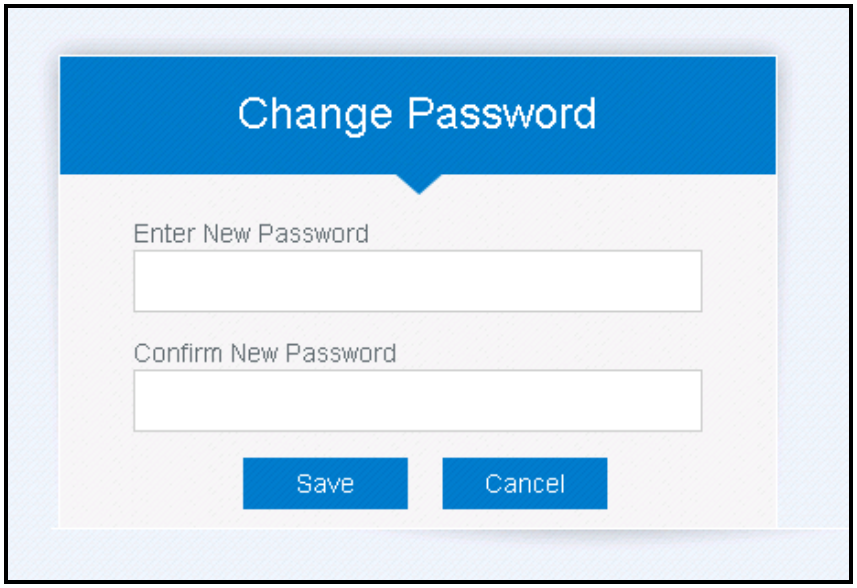



**Figure 2: Enter New Password**

A password change confirmation message will be displayed as below.

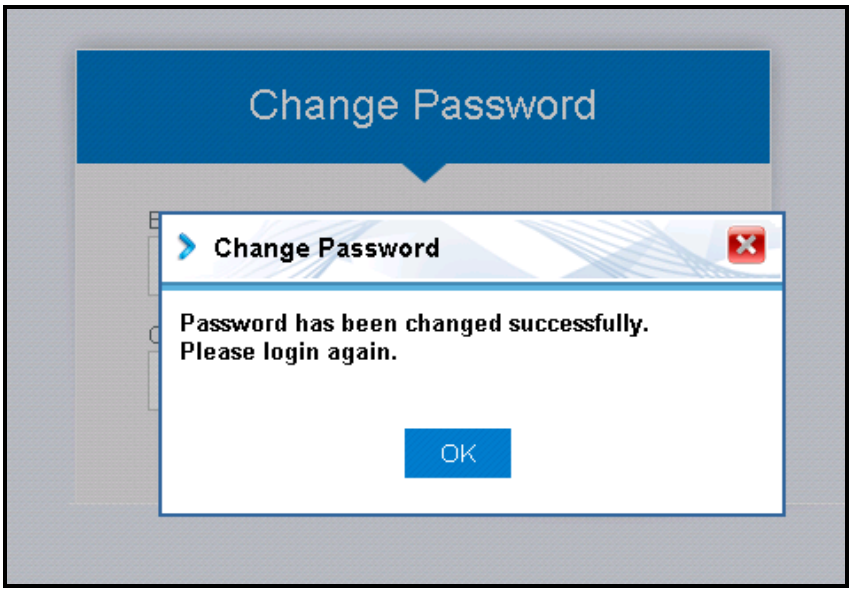



**Figure 3: Password Change Confirmation**

**Login to O & CS University Web site**

Once you have created a new password, follow the below steps to login for the first time.

- Click on the URL http://www.oandcsuniversity.com (screenshot below)
- Enter your username as your Dell email address and the password as you have set up in the steps above
- Click on the 'Login' button

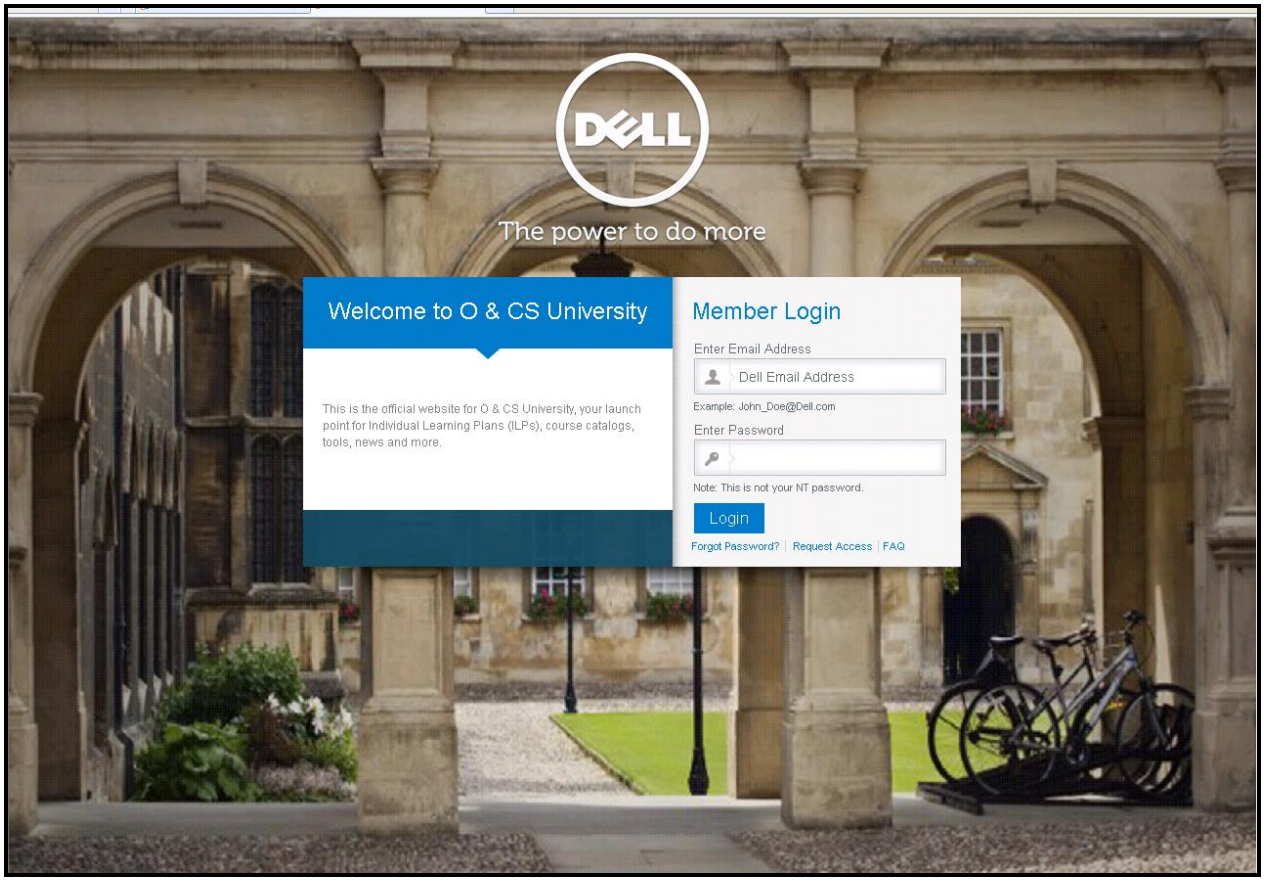

The power to do more
Welcome to O & CS University
This is the official website for O & CS University, your launch point for Individual Learning Plans (ILPs), course catalogs, tools, news and more.
Member Login
Enter Email Address
Dell Email Address
Example: John_Doe@Dell.com
Enter Password
Note: This is not your NT password.
Login
Forgot Password? | Request Access | FAQ

**Figure 4: Login Page**

## 2.2. Forgot Password

In case you lock your password or forget it, follow the below steps to get a new password.

- Go to the URL - [http://www.oandcsuniversity.com](http://www.oandcsuniversity.com)
- Click on 'Forgot Password' (highlighted below)

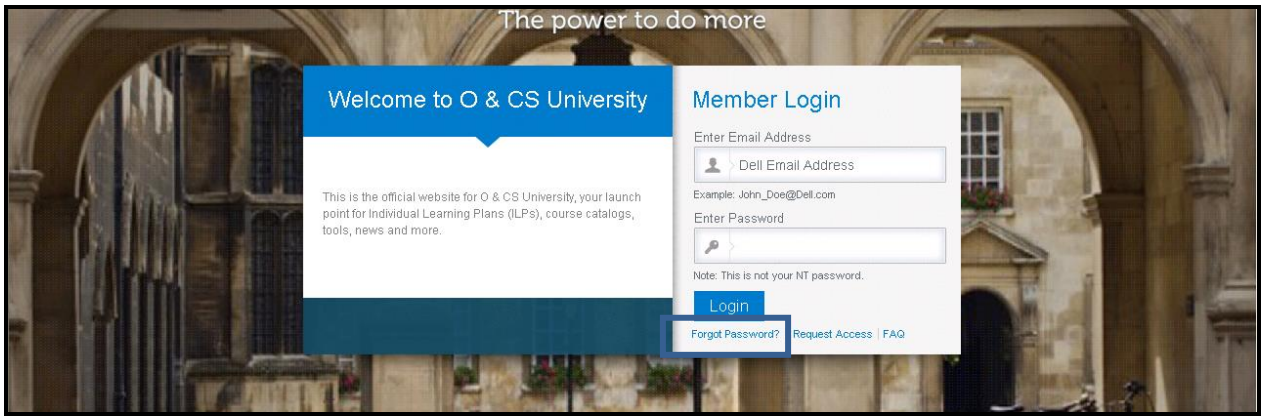

The power to do more
Welcome to O & CS University
This is the official website for O & CS University, your launch point for Individual Learning Plans (ILPs), course catalogs, tools, news and more.
Member Login
Enter Email Address
Dell Email Address
Example: John_Doe@Dell.com
Enter Password
Note: This is not your NT password.
Login
Forgot Password? Request Access | FAQ

**Figure 5: Forgot Password**

- You will be prompted to enter your Dell email address
- Click on 'Reset Password'

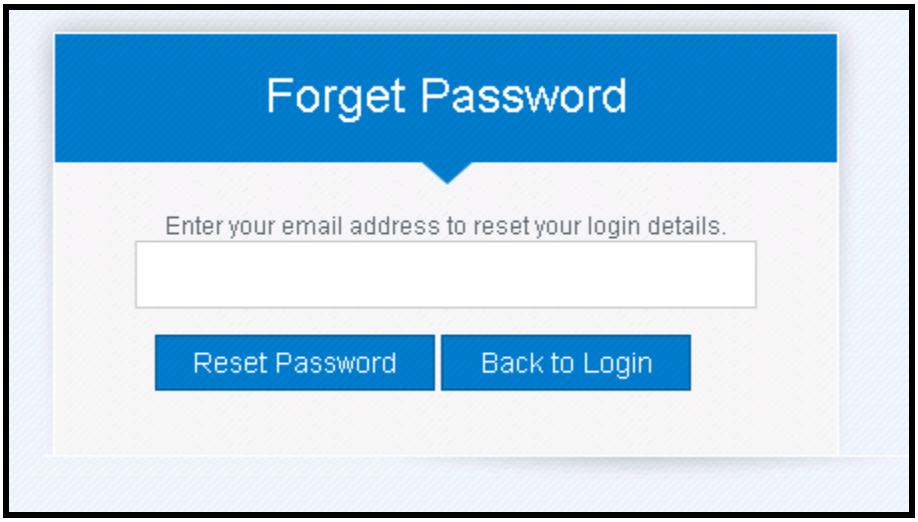



**Figure 6: Reset Password**

- Your password will be reset your new login credentials will be sent to the email address that you provided.

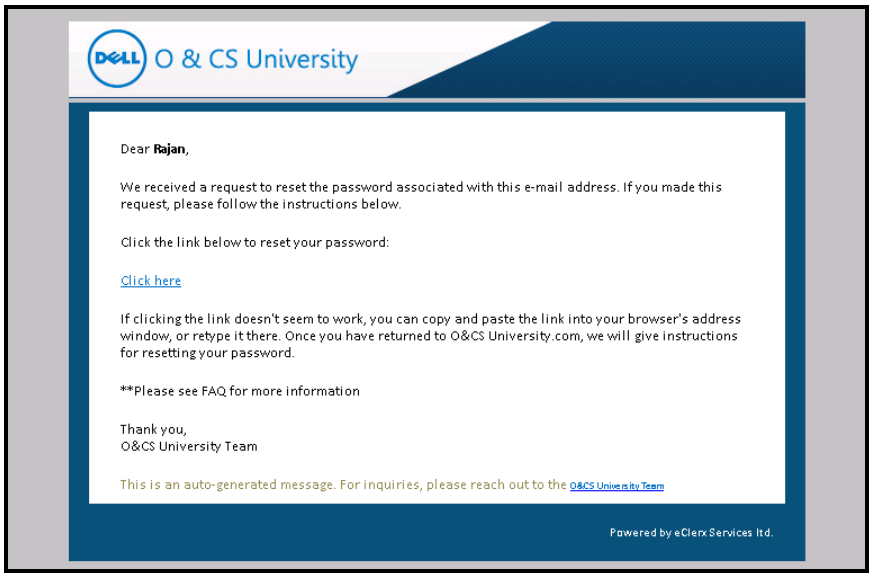

O & CS University
Dear Rajan,
We received a request to reset the password associated with this e-mail address. If you made this request, please follow the instructions below.
Click the link below to reset your password:
Click here
If clicking the link doesn't seem to work, you can copy and paste the link into your browser's address window, or retype it there. Once you have returned to O&CS University.com, we will give instructions for resetting your password.
**Please see FAQ for more information
Thank you,
O&CS University Team
This is an auto-generated message. For inquiries, please reach out to the O&CS University Team
Powered by eClerx Services ltd.

**Figure 7: Reset Password Email**

## 3. Learner

Once you login as a Learner, your main page would appear as below.

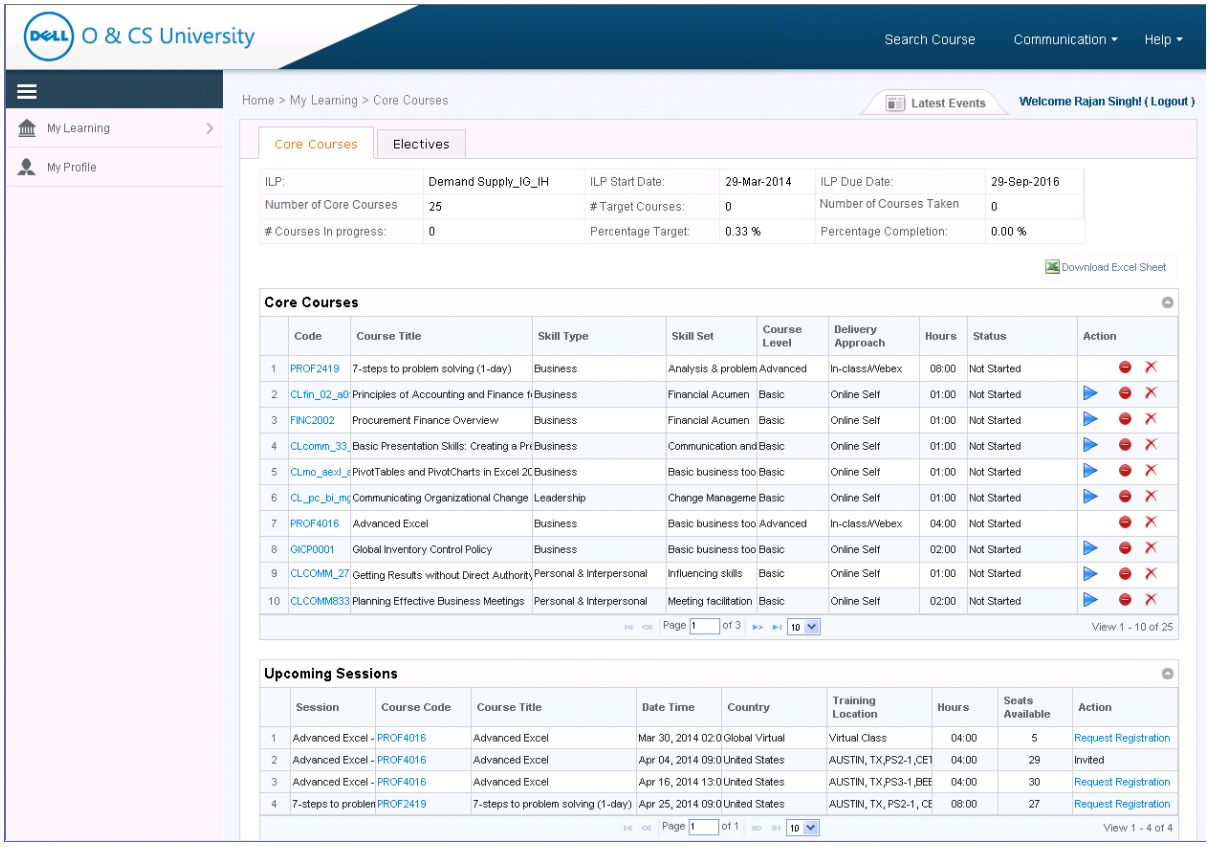

O & CS University
Search Course
Communication
Help
My Learning
My Profile
Home > My Learning > Core Courses
Latest Events
Welcome Rajan Singh! ( Logout )
Core Courses
Electives
ILP: Demand Supply_IG_IH
ILP Start Date: 29-Mar-2014
ILP Due Date: 29-Sep-2016
Number of Core Courses 25
# Target Courses: 0
Number of Courses Taken 0
# Courses In progress: 0
Percentage Target: 0.33 %
Percentage Completion: 0.00 %
Download Excel Sheet
Core Courses
Code | Course Title | Skill Type | Skill Set | Course Level | Delivery Approach | Hours | Status | Action
1 PROF2419 7-steps to problem solving (1-day) Business Analysis & problem Advanced In-class/Webex 08:00 Not Started
2 CLfin_02_a0 Principles of Accounting and Finance fi Business Financial Acumen Basic Online Self 01:00 Not Started
3 FINC2002 Procurement Finance Overview Business Financial Acumen Basic Online Self 01:00 Not Started
4 CLcomm_33 Basic Presentation Skills: Creating a Pre Business Communication and Basic Online Self 01:00 Not Started
5 CLmo_aexl_e PivotTables and PivotCharts in Excel 20 Business Basic business too Basic Online Self 01:00 Not Started
6 CL_pc_bi_mg Communicating Organizational Change Leadership Change Manageme Basic Online Self 01:00 Not Started
7 PROF4016 Advanced Excel Business Basic business too Advanced In-class/Webex 04:00 Not Started
8 GICP0001 Global Inventory Control Policy Business Basic business too Basic Online Self 02:00 Not Started
9 CLCOMM_27 Getting Results without Direct Authority Personal & Interpersonal Influencing skills Basic Online Self 01:00 Not Started
10 CLCOMM833 Planning Effective Business Meetings Personal & Interpersonal Meeting facilitation Basic Online Self 02:00 Not Started
Page 1 of 3
View 1 - 10 of 25
Upcoming Sessions
Session | Course Code | Course Title | Date Time | Country | Training Location | Hours | Seats Available | Action
1 Advanced Excel - PROF4016 Advanced Excel Mar 30, 2014 02:0 Global Virtual Virtual Class 04:00 5 Request Registration
2 Advanced Excel - PROF4016 Advanced Excel Apr 04, 2014 09:0 United States AUSTIN, TX,PS2-1,CE1 04:00 29 Invited
3 Advanced Excel - PROF4016 Advanced Excel Apr 16, 2014 13:0 United States AUSTIN, TX,PS3-1,BEE 04:00 30 Request Registration
4 7-steps to problen PROF2419 7-steps to problem solving (1-day) Apr 25, 2014 09:0 United States AUSTIN, TX, PS2-1, CE 08:00 27 Request Registration
Page 1 of 1
View 1 - 4 of 4

**Figure 8: My Learning Main Page**

The left hand side panel would have two tabs – My Leaning and My Profile. 'My Learning' has a few options under it. Each has been explained further in the document.

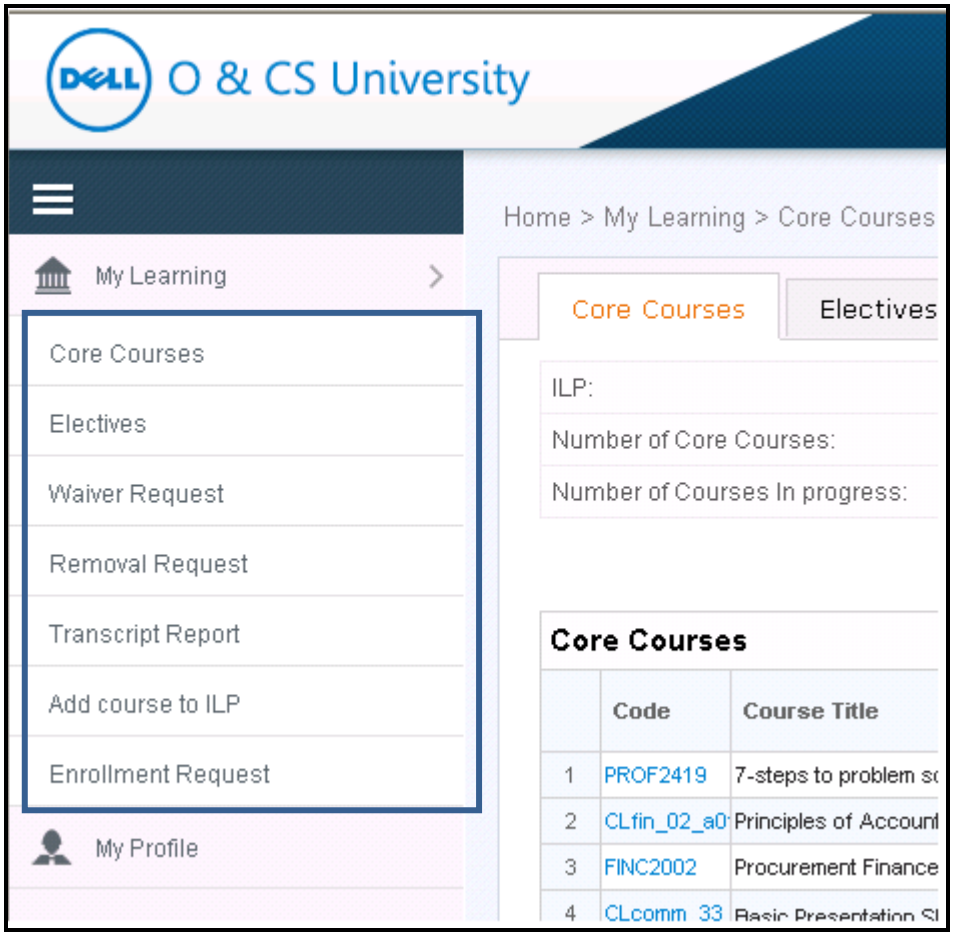



**Figure 9: My Learning - Options**

There are other few important tabs on your main page. Each has been explained below.

| Tabs | Explanation |
|---|---|
| **ILP Summary** | This shows the overall ILP summary |
| **Core Courses** | These are the courses that have been mapped to you considering your job profile. These are mandatory courses. |
| **Electives** | These are the courses that you would like to complete in addition to the core courses mapped to you. |
| **Upcoming sessions** | This is a list of upcoming sessions that are part of your core courses. |

**Table 1: Main Page Tabs**

## 3.1. ILP Summary

| | | | | | |
|---|---|---|---|---|---|
| ILP: | Demand Supply_IG_IH | ILP Start Date: | 29-Mar-2014 | ILP Due Date: | 29-Sep-2016 |
| Number of Core Courses: | 30 | Number of Target Courses: | 1 | Number of Courses taken: | 6 |
| Number of Courses In progress: | 0 | Percentage Target: | 3.61 % | Percentage Completion: | 20.00 % |

**Figure 10: ILP Summary**

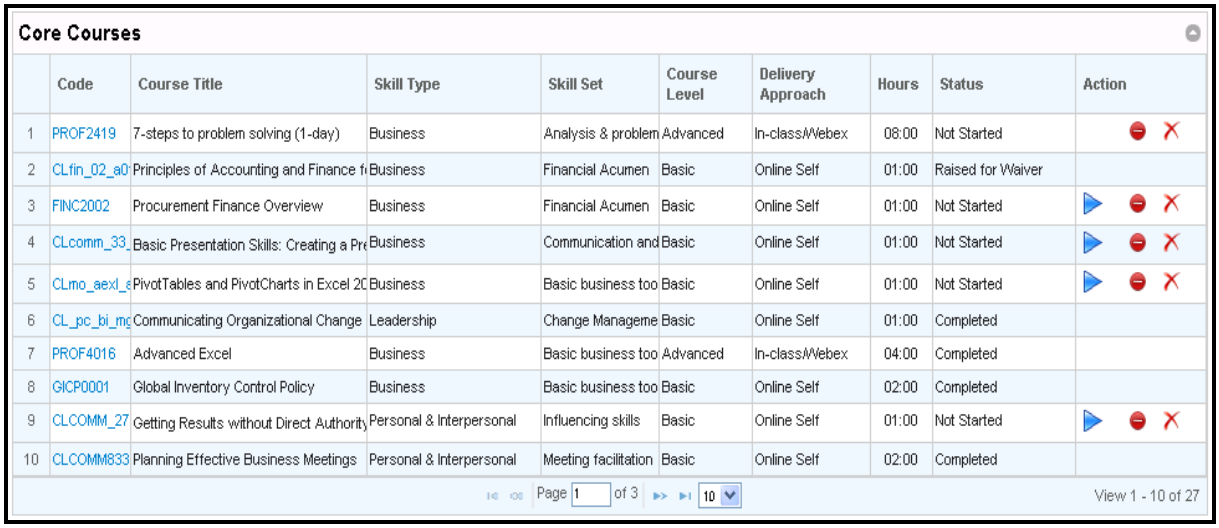
The ILP Summary tab shows the overall progress of your ILP. Each of the headers is explained below

| ILP Summary Header | Explanation |
|---|---|
| ILP | ILP mapped to you. |
| ILP Start Date | The date when the ILP was assigned to you. |
| ILP Due Date | The date by when you should complete all the courses mapped under Core Courses. |
| Number of Core Courses | Total number of Core Courses mapped to you. |
| Percentage Target | Target % is the percentage of core courses you should have taken till date. It is calculated based ion the number of days completed from your ILP duration. It excludes the long leave days. |
| Number of Target Courses | Number of core courses you should have taken till date. It is calculated based ion the number of days completed from your ILP duration. It excludes the long leave days. |
| Number of Courses taken | Number of courses that you have actually completed. |
| Number of Courses In Progress | Number of online courses which you have started but not yet completed. |
| Percentage Completion | Percentage of courses that you have actually completed. |

**Table 2: ILP Summary**

## 3.2. Core Courses

The Core Courses tab will display the list of core courses that are mapped to your ILP. If you complete all these courses, you will complete your ILP.



Core Courses

| | Code | Course Title | Skill Type | Skill Set | Course Level | Delivery Approach | Hours | Status | Action |
|---|---|---|---|---|---|---|---|---|---|
| 1 | PROF2419 | 7-steps to problem solving (1-day) | Business | Analysis & problem | Advanced | In-class/Webex | 08:00 | Not Started | |
| 2 | CLfin_02_a0 | Principles of Accounting and Finance f | Business | Financial Acumen | Basic | Online Self | 01:00 | Raised for Waiver | |
| 3 | FINC2002 | Procurement Finance Overview | Business | Financial Acumen | Basic | Online Self | 01:00 | Not Started | |
| 4 | CLcomm_33_ | Basic Presentation Skills: Creating a Pr | Business | Communication and | Basic | Online Self | 01:00 | Not Started | |
| 5 | CLmo_aexl_ | PivotTables and PivotCharts in Excel 2( | Business | Basic business too | Basic | Online Self | 01:00 | Not Started | |
| 6 | CL_pc_bi_m | Communicating Organizational Change | Leadership | Change Manageme | Basic | Online Self | 01:00 | Completed | |
| 7 | PROF4016 | Advanced Excel | Business | Basic business too | Advanced | In-class/Webex | 04:00 | Completed | |
| 8 | GICP0001 | Global Inventory Control Policy | Business | Basic business too | Basic | Online Self | 02:00 | Completed | |
| 9 | CLCOMM_27 | Getting Results without Direct Authority | Personal & Interpersonal | Influencing skills | Basic | Online Self | 01:00 | Not Started | |
| 10 | CLCOMM833 | Planning Effective Business Meetings | Personal & Interpersonal | Meeting facilitation | Basic | Online Self | 02:00 | Completed | |

Page 1 of 3 10 View 1 - 10 of 27

**Figure 11: Core Courses**

The Core Courses list will show details of each course.

| Course Details | Explanation |
|---|---|
| Course Code | A unique code assign to each course |
| Course Title | Title of the course |
| Skill Type | Skill type assigned to the course |
| Skill Set | Skill set for whom the course is applicable |
| Course Level | Level of the course – Basic, Intermediate, or Advanced |
| Delivery Approach | Course delivery method – Online Self or In class / Webex |
| Hours | Duration of the course |
| Status | ▪ Status of the course – 'Not Started',' In Progress', or 'Completed'<br>▪ In case of waiver, the status would be 'Raised for Waiver' or 'Waived'<br>▪ In case of removal, the status would be 'Raised for Removal' |
| Action | Launch: This option will be visible only against online courses (Online Self and Functional Online Self)<br>Waive: Waive an online course from your ILP<br>Remove: Remove / Delete a particular course from your ILP<br><br>For completed and waived courses, no action icon will be visible. |

**Table 3: Core Course Details**

You can view details of a particular course by clicking on 'Course Code' and the details will appear as below.

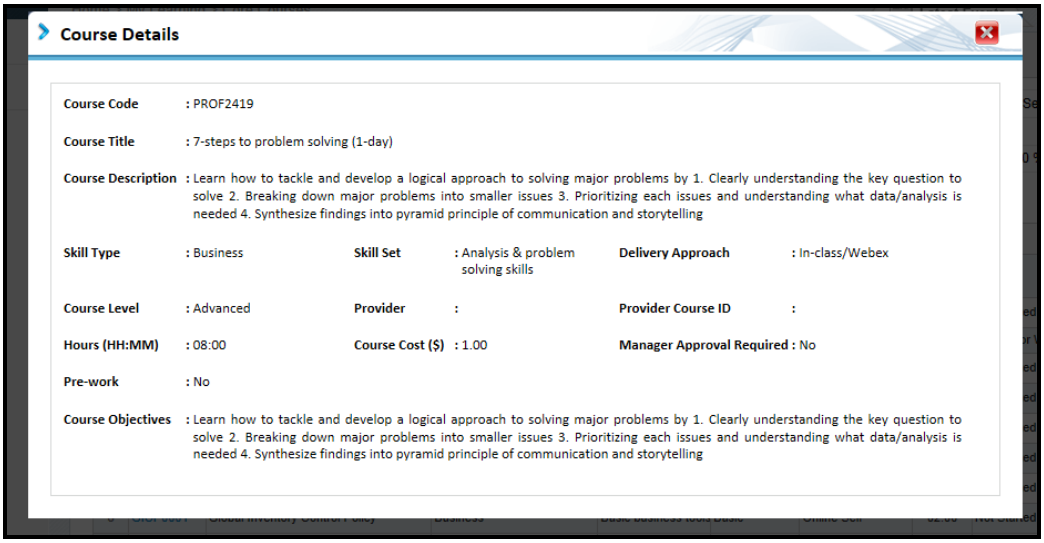

Course Details
Course Code : PROF2419
Course Title : 7-steps to problem solving (1-day)
Course Description : Learn how to tackle and develop a logical approach to solving major problems by 1. Clearly understanding the key question to solve 2. Breaking down major problems into smaller issues 3. Prioritizing each issues and understanding what data/analysis is needed 4. Synthesize findings into pyramid principle of communication and storytelling
Skill Type : Business
Skill Set : Analysis & problem solving skills
Delivery Approach : In-class/Webex
Course Level : Advanced
Provider :
Provider Course ID :
Hours (HH:MM) : 08:00
Course Cost ($) : 1.00
Manager Approval Required : No
Pre-work : No
Course Objectives : Learn how to tackle and develop a logical approach to solving major problems by 1. Clearly understanding the key question to solve 2. Breaking down major problems into smaller issues 3. Prioritizing each issues and understanding what data/analysis is needed 4. Synthesize findings into pyramid principle of communication and storytelling

**Figure 12: Course Details**

Courses are delivered using three methods:

| Delivery Approach | Explanation |
|---|---|
| Online Self | These are online courses hosted at Dell SABA and can be taken anytime. |
| Functional Online Self | These are functional online courses which are hosted at vendor (Accenture) site and can be taken anytime. |
| In-class/Webex | These courses are planned and organized by training coordinators. |

**Table 4: Course Delivery Approach**

**Download To Excel**: You also have the option to download the core course details onto an excel sheet.

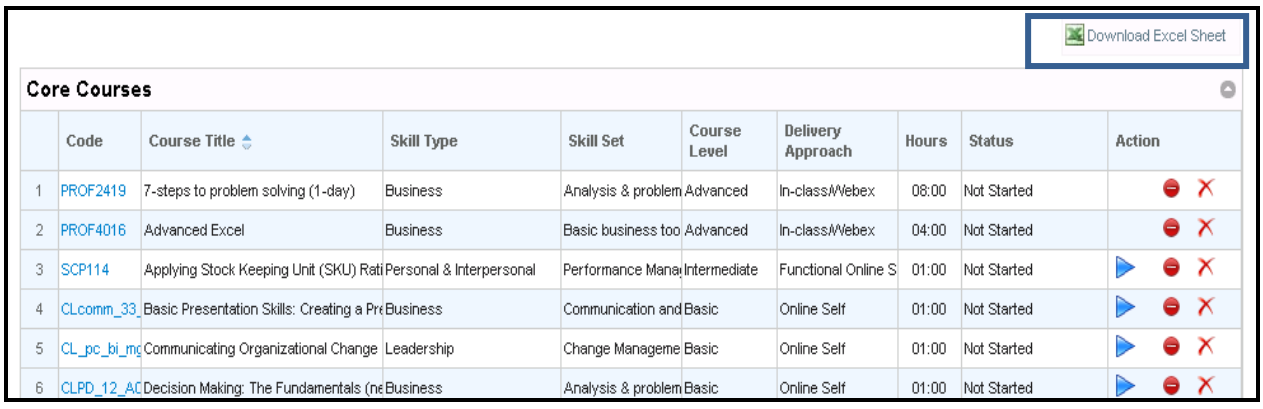

Download Excel Sheet
Core Courses
Code
Course Title
Skill Type
Skill Set
Course Level
Delivery Approach
Hours
Status
Action
1 PROF2419 7-steps to problem solving (1-day) Business Analysis & problem Advanced In-class/Webex 08:00 Not Started
2 PROF4016 Advanced Excel Business Basic business too Advanced In-class/Webex 04:00 Not Started
3 SCP114 Applying Stock Keeping Unit (SKU) Rati Personal & Interpersonal Performance Mana Intermediate Functional Online S 01:00 Not Started
4 CLcomm_33_ Basic Presentation Skills: Creating a Pre Business Communication and Basic Online Self 01:00 Not Started
5 CL_pc_bi_mg Communicating Organizational Change Leadership Change Manageme Basic Online Self 01:00 Not Started
6 CLPD_12_AC Decision Making: The Fundamentals (ne Business Analysis & problem Basic Online Self 01:00 Not Started

**Figure 13: Download Core Courses**

An excel sheet will open as below.

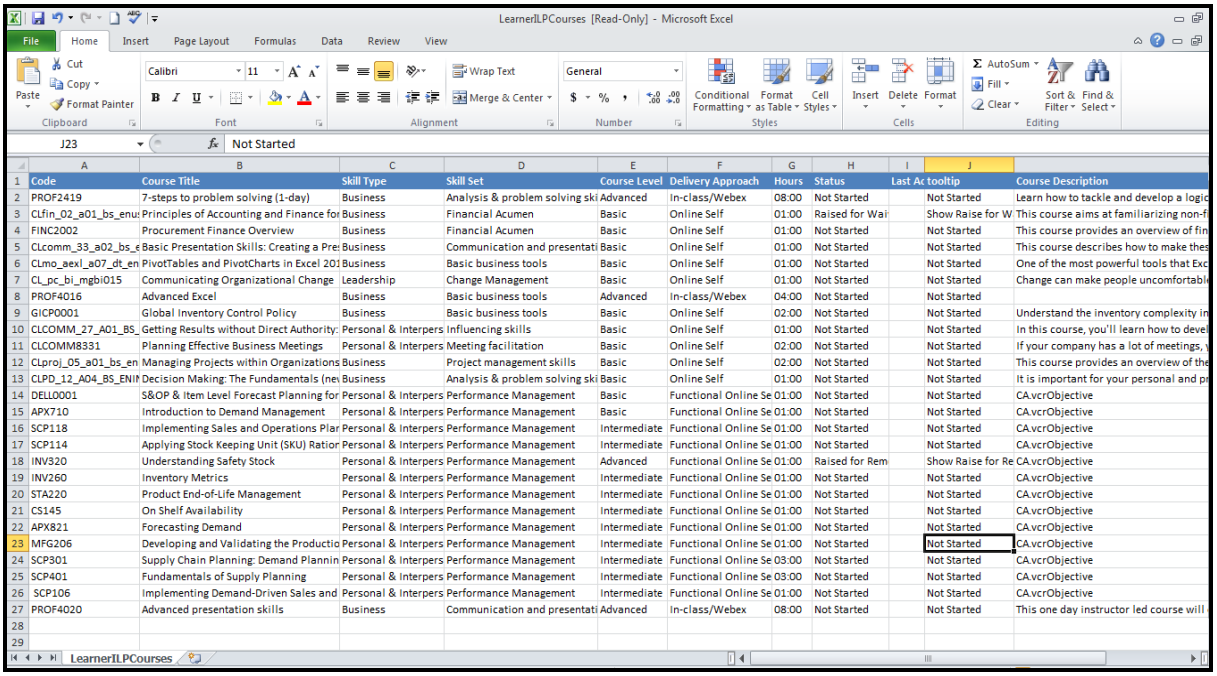



**Figure 14: Excel Download – Core Courses**

## 3.3. Upcoming Sessions

This list displays all the upcoming sessions for the courses which are mapped as Core Courses.

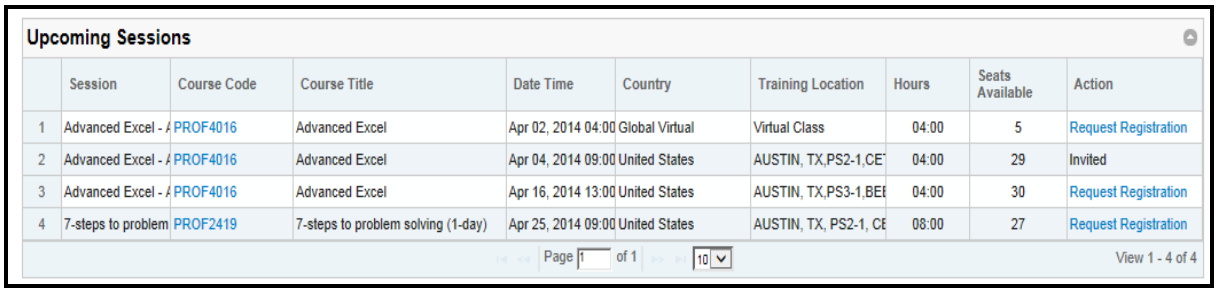

Upcoming Sessions
Session
Course Code
Course Title
Date Time
Country
Training Location
Hours
Seats Available
Action
1 Advanced Excel - A PROF4016 Advanced Excel Apr 02, 2014 04:00 Global Virtual Virtual Class 04:00 5 Request Registration
2 Advanced Excel - A PROF4016 Advanced Excel Apr 04, 2014 09:00 United States AUSTIN, TX,PS2-1,CE 04:00 29 Invited
3 Advanced Excel - A PROF4016 Advanced Excel Apr 16, 2014 13:00 United States AUSTIN, TX,PS3-1,BE 04:00 30 Request Registration
4 7-steps to problem PROF2419 7-steps to problem solving (1-day) Apr 25, 2014 09:00 United States AUSTIN, TX, PS2-1, CE 08:00 27 Request Registration
Page 1 of 1
View 1 - 4 of 4

**Figure 15: Upcoming Sessions**

The upcoming sessions for your core courses list will show details as below.

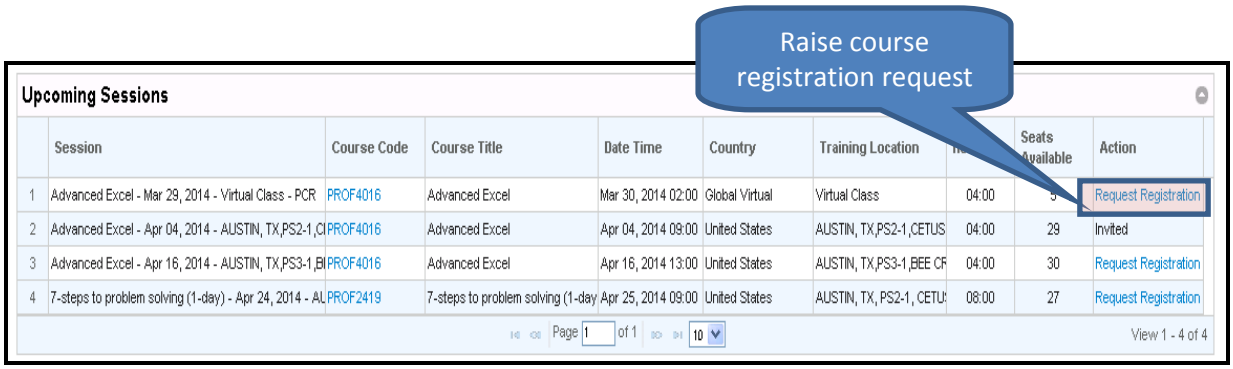
| Course Details | Explanation |
|---|---|
| Session | Name of the session |
| Course Code | The unique code assign to the course |
| Course Title | Title of the course |

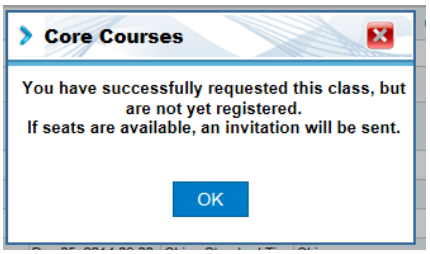
| | |
|---|---|
| Date Time | Session date and time |
| Country | Country of the training |
| Training Location | Venue of the training |
| Hours | Duration of the session |
| Seats | Number of seats pending to fill the batch |
| Action | The action that is required by you for the session:<br>▪ Request Registration – You can register for the session<br>▪ Requesed – You have raised registration request for the session<br>▪ Invited – You are invited to attend the session<br>▪ Scheduled – Once you accept the invite, the session status will show as 'Scheduled' |

**Table 5: Upcoming Session Details**

### 3.3.1. Action - Request Registration

To register for an upcoming session, click on 'Request Registration' link under Action.


Raise course registration request
Upcoming Sessions
Session
Course Code
Course Title
Date Time
Country
Training Location
Seats Available
Action
1 Advanced Excel - Mar 29, 2014 - Virtual Class - PCR PROF4016 Advanced Excel Mar 30, 2014 02:00 Global Virtual Virtual Class 04:00 Request Registration
2 Advanced Excel - Apr 04, 2014 - AUSTIN, TX,PS2-1,CI PROF4016 Advanced Excel Apr 04, 2014 09:00 United States AUSTIN, TX,PS2-1,CETUS 04:00 29 Invited
3 Advanced Excel - Apr 16, 2014 - AUSTIN, TX,PS3-1,BI PROF4016 Advanced Excel Apr 16, 2014 13:00 United States AUSTIN, TX,PS3-1,BEE CR 04:00 30 Request Registration
4 7-steps to problem solving (1-day) - Apr 24, 2014 - AL PROF2419 7-steps to problem solving (1-day Apr 25, 2014 09:00 United States AUSTIN, TX, PS2-1, CETU 08:00 27 Request Registration
Page 1 of 1
10
View 1 - 4 of 4


Core Courses
You have successfully requested this class, but are not yet registered.
If seats are available, an invitation will be sent.
OK

This request notifies the training coordinator of your interest in attending a particular class. This does not mean that your nomination is confirmed. Basis the availability of seats, the training coordinator will send you an email invite.

### 3.3.2. Action - Requested

Once you request for registration, the status will change to “Requested”. Basis on th seats availability the training coordinator will invite you for the session.

### 3.3.3. Action - Invited

Once you request for registration, the status will change to “Requested”. Basis on th seats availability the training coordinator will invite you for the session.
Once you are invited for the session, the action will show as “Invited”

You have the option to either ‘Accept’ or ‘Reject’ the email invite.

### 3.3.4. Action – Scheduled

Once you accepts the session invite, the Action will show the status as ‘Scheduled’.

### 3.3.5. Action – Declined

Once you decline the session invite, the Action will show the status as ‘Declined’.

### 3.3.6. Action – “On Waitlist”

In case you accepts the invite after session capacity is already full then status will appear as “On Waitlist.

## 3.4. Electives

The Electives tab will display the list of courses that you wish to attend (in addition to the core courses mapped to your ILP).

Below is a screenshot of the Electives page.

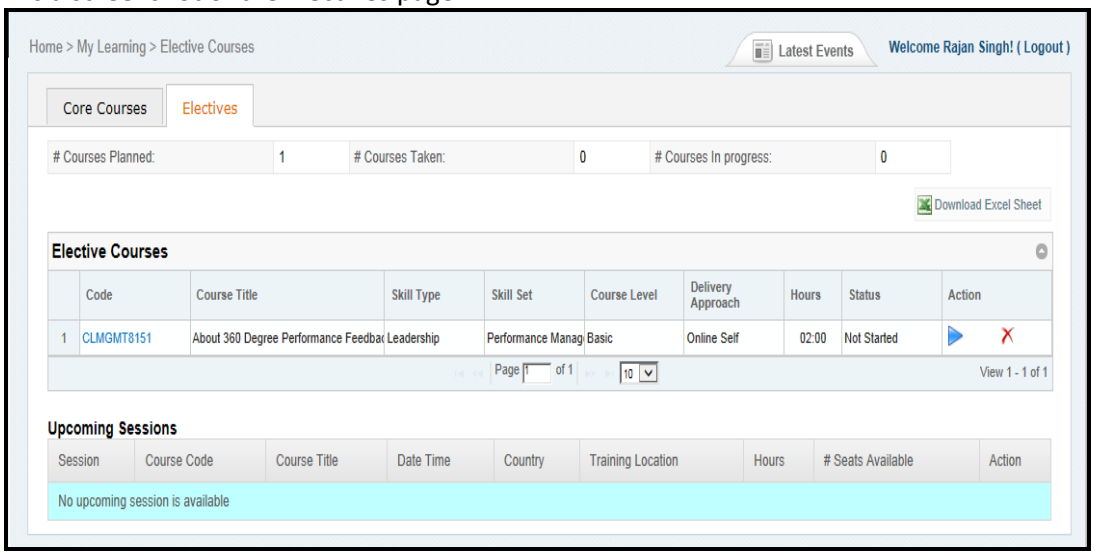



**Figure 16: Electives Page**

This page will display following details

- Elective Course Summary
- Elective Course list
- Upcoming Sessions for the Elective courses

The procedure to nominate for an upcoming Elective Course session is the same as for Core Courses (as explained above in the document).

# 4. Course Actions

## 4.1. How to Launch Online Courses?

A list of courses will be mapped in your ILP under 'Core Courses' or 'Electives' tab. The online courses will have the delivery approach as either 'Online Self' or 'Functional Online Self'.

To launch an online course, click on ▶ icon.

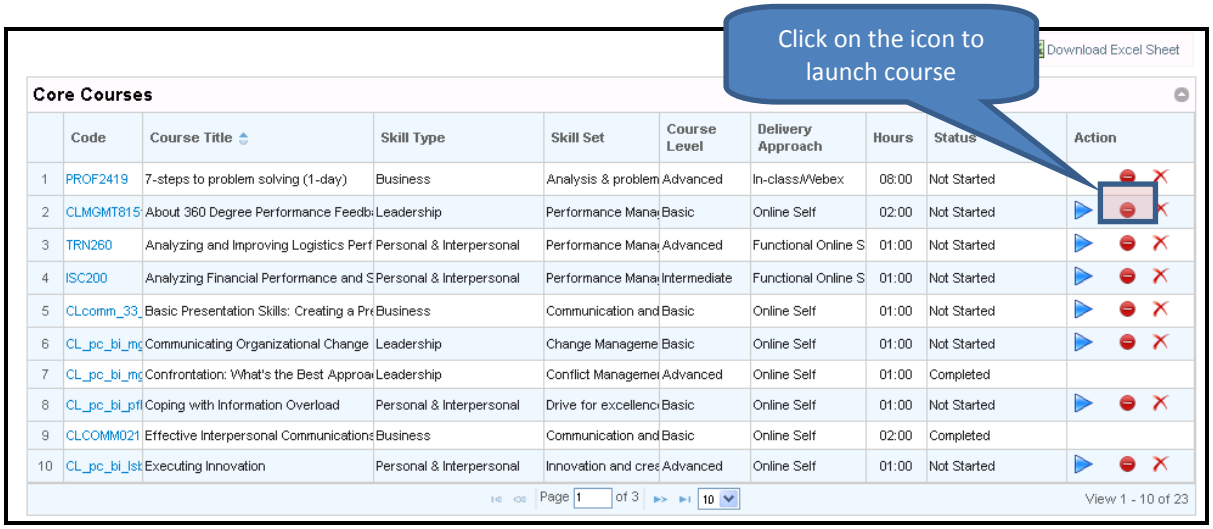

Click on the icon to launch course
Download Excel Sheet
Core Courses
Code
Course Title
Skill Type
Skill Set
Course Level
Delivery Approach
Hours
Status
Action
1 PROF2419 7-steps to problem solving (1-day) Business Analysis & problem Advanced In-class/Webex 08:00 Not Started
2 CLMGMT815 About 360 Degree Performance Feedb Leadership Performance Mana Basic Online Self 02:00 Not Started
3 TRN260 Analyzing and Improving Logistics Perf Personal & Interpersonal Performance Mana Advanced Functional Online S 01:00 Not Started
4 ISC200 Analyzing Financial Performance and S Personal & Interpersonal Performance Mana Intermediate Functional Online S 01:00 Not Started
5 CLcomm_33_ Basic Presentation Skills: Creating a Pr Business Communication and Basic Online Self 01:00 Not Started
6 CL_pc_bi_mg Communicating Organizational Change Leadership Change Manageme Basic Online Self 01:00 Not Started
7 CL_pc_bi_mg Confrontation: What's the Best Approa Leadership Conflict Managemer Advanced Online Self 01:00 Completed
8 CL_pc_bi_pfl Coping with Information Overload Personal & Interpersonal Drive for excellenc Basic Online Self 01:00 Not Started
9 CLCOMM021 Effective Interpersonal Communications Business Communication and Basic Online Self 02:00 Completed
10 CL_pc_bi_lsk Executing Innovation Personal & Interpersonal Innovation and cres Advanced Online Self 01:00 Not Started
Page 1 of 3
10
View 1 - 10 of 23

**Figure 17: Launch an Online Course**

On doing so, the system will open the course in a new browser window and the course status will change to 'In Progress'.

### 4.1.1. Delivery Approach – Online Self

When you click on the launch icon of an Online Self course, the system will open SABA (mylearningworld.com) site to launch the course.

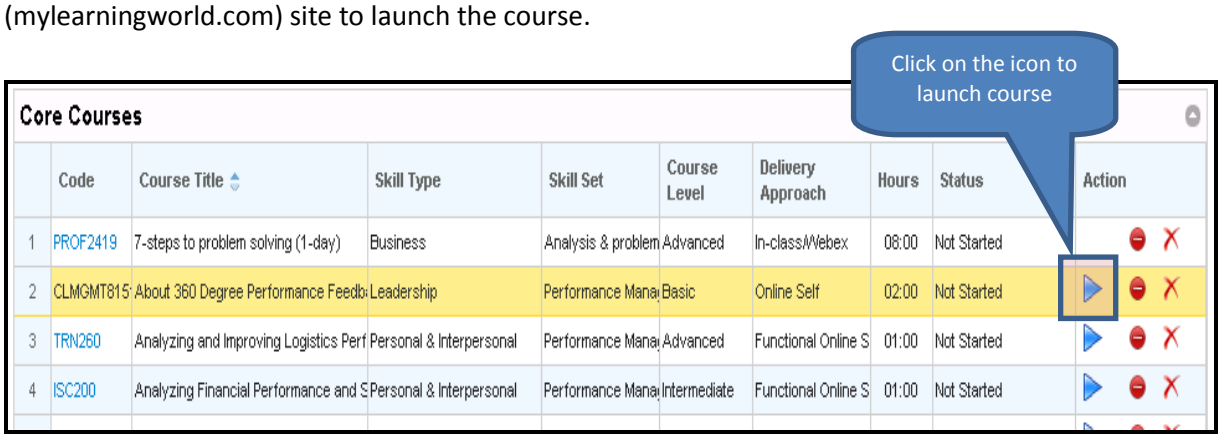

Click on the icon to launch course
Core Courses
Code
Course Title
Skill Type
Skill Set
Course Level
Delivery Approach
Hours
Status
Action
1 PROF2419 7-steps to problem solving (1-day) Business Analysis & problem Advanced In-class/Webex 08:00 Not Started
2 CLMGMT815 About 360 Degree Performance Feedb Leadership Performance Mana Basic Online Self 02:00 Not Started
3 TRN260 Analyzing and Improving Logistics Perf Personal & Interpersonal Performance Mana Advanced Functional Online S 01:00 Not Started
4 ISC200 Analyzing Financial Performance and S Personal & Interpersonal Performance Mana Intermediate Functional Online S 01:00 Not Started

**Figure 18: Launch an Online Self Course**

The module will open in a separate window as below.

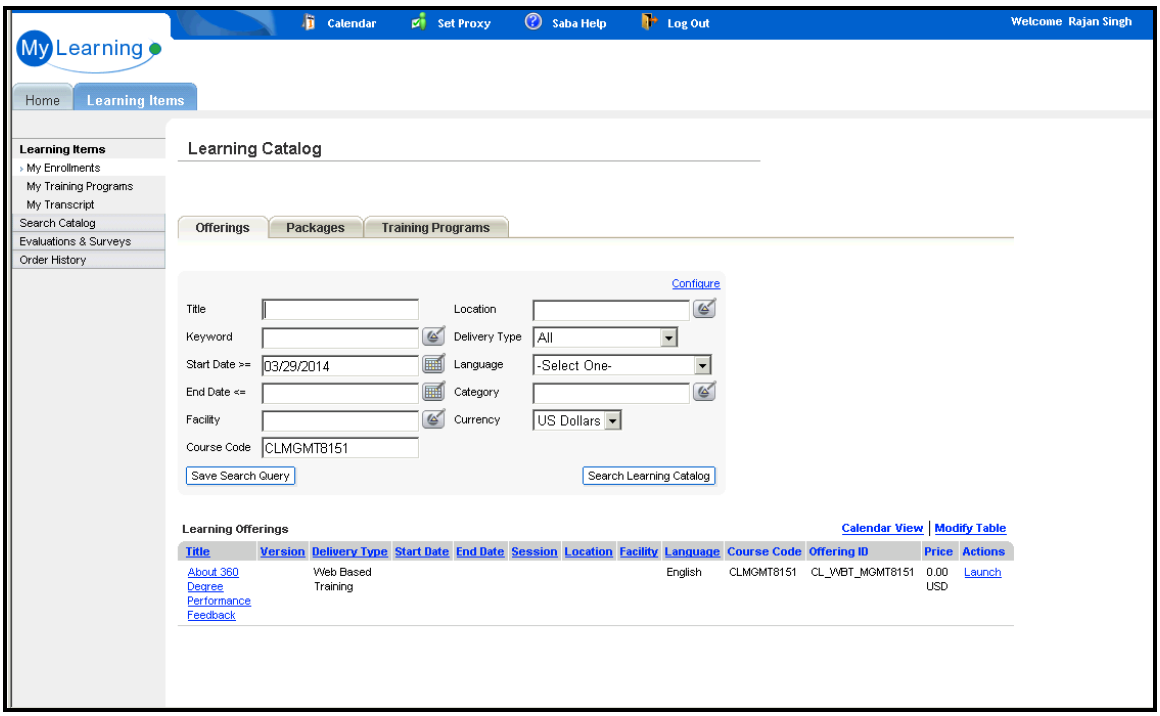



**Figure 19: Learning Module in SABA**

### 4.1.2. Delivery Approach – Functional Online Self

When you click on the launch icon of a Functional Online Self course, the system will open the vendor site (Accenture) to launch the course.

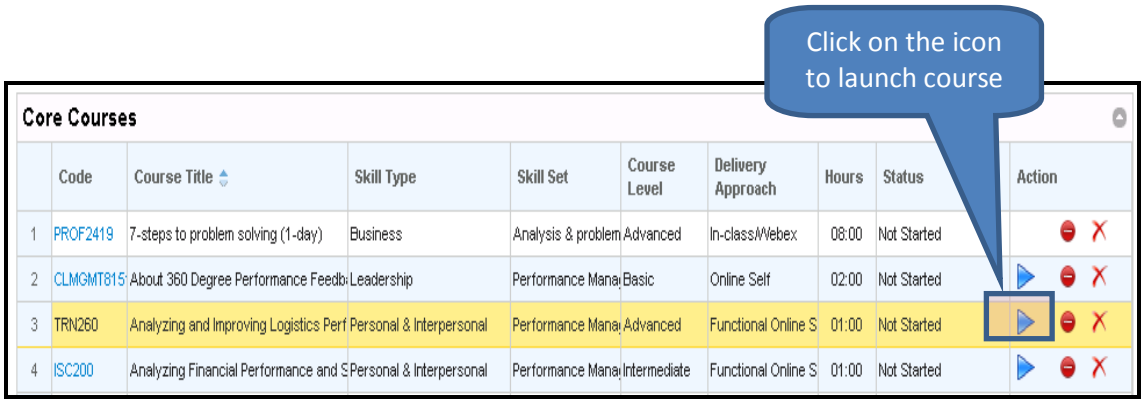

Click on the icon to launch course
Core Courses
Code
Course Title
Skill Type
Skill Set
Course Level
Delivery Approach
Hours
Status
Action
1 PROF2419 7-steps to problem solving (1-day) Business Analysis & problem Advanced In-class/Webex 08:00 Not Started
2 CLMGMT815 About 360 Degree Performance Feedb Leadership Performance Mana Basic Online Self 02:00 Not Started
3 TRN260 Analyzing and Improving Logistics Perf Personal & Interpersonal Performance Mana Advanced Functional Online S 01:00 Not Started
4 ISC200 Analyzing Financial Performance and S Personal & Interpersonal Performance Mana Intermediate Functional Online S 01:00 Not Started

**Figure 20: Launch a Functional Online Self Course**

The module will open in a separate window as below.

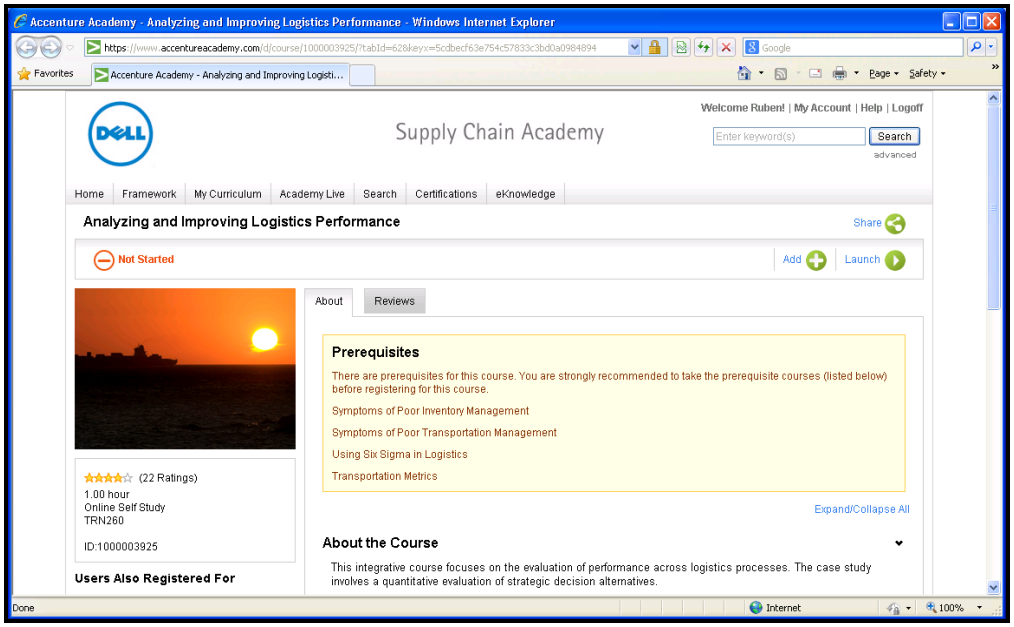
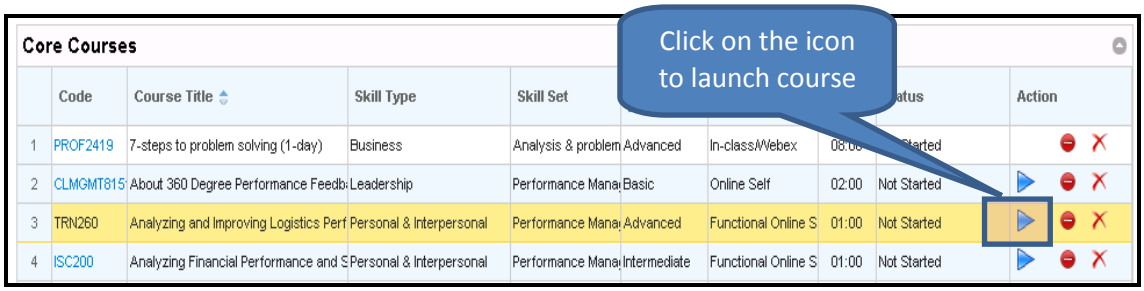


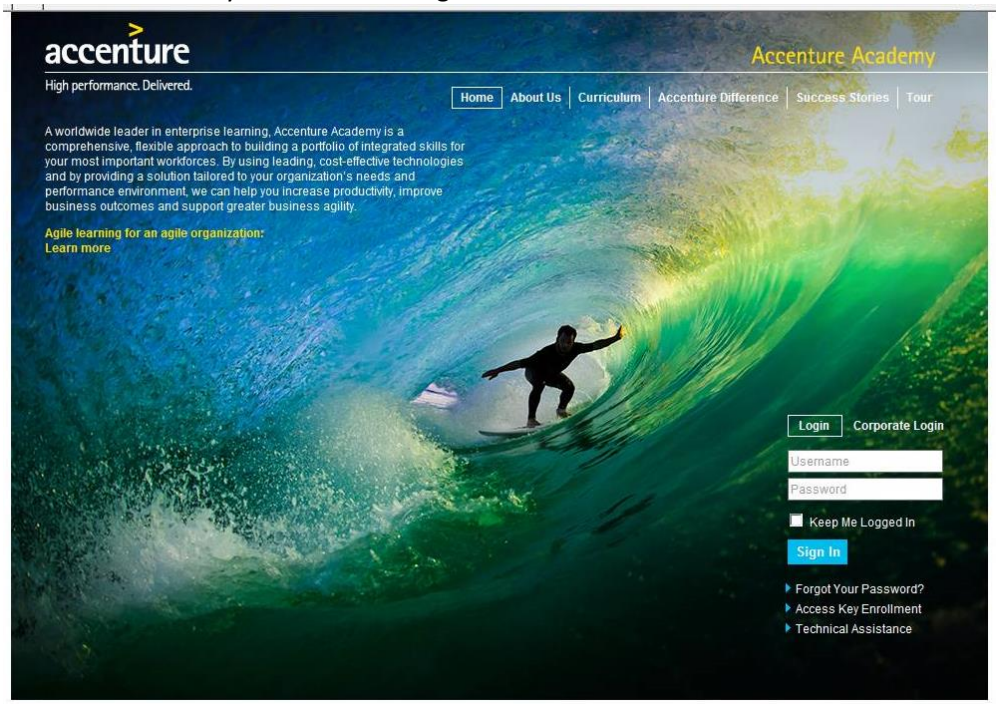

**Figure 21: Learning Module in Vendor Site**

### 4.1.3. For PSM Academy learner:

When you click on the launch icon of a Functional Online Self course, the system will open the vendor site (Accenture).

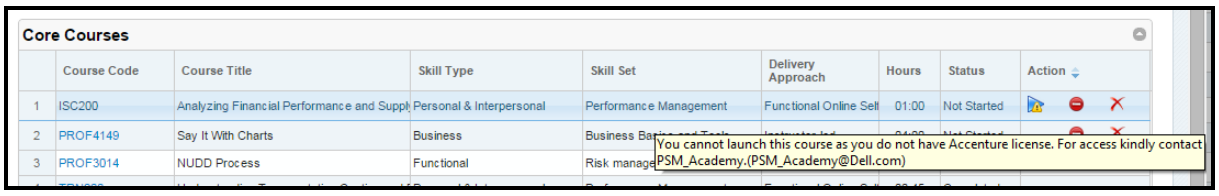

Core Courses
Click on the icon to launch course
Code
Course Title
Skill Type
Skill Set
Action
1 PROF2419 7-steps to problem solving (1-day) Business Analysis & problem Advanced In-class/Webex
2 CLMGMT815 About 360 Degree Performance Feedb Leadership Performance Mana Basic Online Self 02:00 Not Started
3 TRN260 Analyzing and Improving Logistics Perf Personal & Interpersonal Performance Mana Advanced Functional Online S 01:00 Not Started
4 ISC200 Analyzing Financial Performance and S Personal & Interpersonal Performance Mana Intermediate Functional Online S 01:00 Not Started

You need to enter your Accenture login credential to access and launch the course.


accenture
High performance. Delivered.
Accenture Academy
Home
About Us
Curriculum
Accenture Difference
Success Stories
Tour
A worldwide leader in enterprise learning, Accenture Academy is a comprehensive, flexible approach to building a portfolio of integrated skills for your most important workforces. By using leading, cost-effective technologies and by providing a solution tailored to your organization's needs and performance environment, we can help you increase productivity, improve business outcomes and support greater business agility.
Agile learning for an agile organization:
Learn more
Login
Corporate Login
Username
Password
Keep Me Logged In
Sign In
Forgot Your Password?
Access Key Enrollment
Technical Assistance

## Accenture license not available

In case, you do not have Accenture licensce assigned or your license has been expired then you would not be able to lauch 'Functional Online Self' courses. Your launch icon will be disabled and you will notice tooltip on launch icon as "*You cannot launch this course as you do not have Accenture license. For access kindly contact PSM_Academy*"


Core Courses
Course Code
Course Title
Skill Type
Skill Set
Delivery Approach
Hours
Status
Action
1 ISC200 Analyzing Financial Performance and Suppl Personal & Interpersonal Performance Management Functional Online Self 01:00 Not Started
2 PROF4149 Say It With Charts Business
3 PROF3014 NUDD Process Functional
You cannot launch this course as you do not have Accenture license. For access kindly contact PSM_Academy.(PSM_Academy@Dell.com)

## 4.2. How to Waive a Course?

Course waiver is appropriate when you have previously taken this course or a similar course, or if you have demonstrated expertise in the course content. Courses that are waived will show as 'Waived' on your ILP.

You are allowed to raise course waiver plus removal for maximum of 20% of ILP courses.
Example: Your ILP contains 24 courses; 20% of 24 courses = 4.8 courses. So you can raise maximum 4 courses (integer part) for waiver plus removal.

To waive a particular course, click on icon

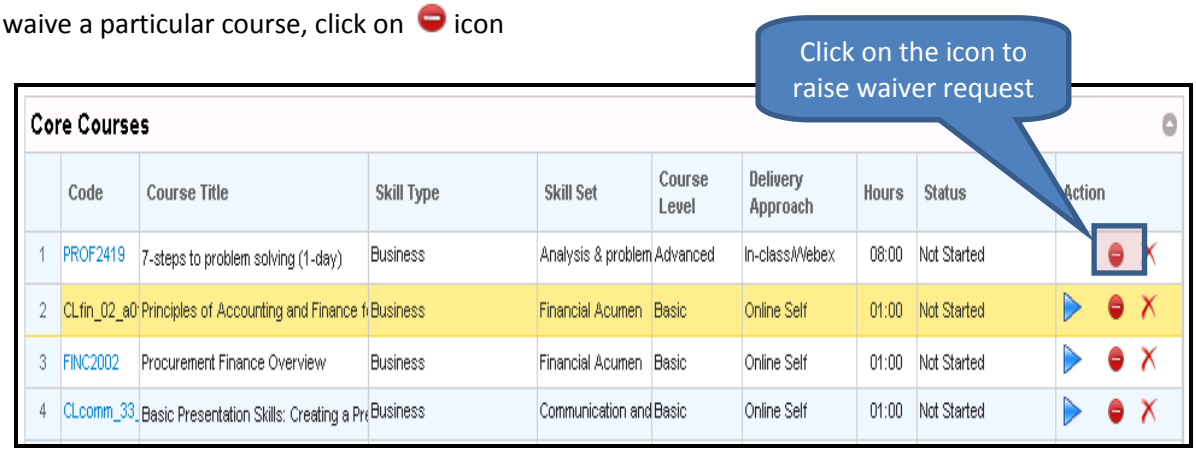

Click on the icon to raise waiver request
Core Courses
Code
Course Title
Skill Type
Skill Set
Course Level
Delivery Approach
Hours
Status
Action
1 PROF2419 7-steps to problem solving (1-day) Business Analysis & problem Advanced In-class/Webex 08:00 Not Started
2 CLfin_02_a0 Principles of Accounting and Finance fi Business Financial Acumen Basic Online Self 01:00 Not Started
3 FINC2002 Procurement Finance Overview Business Financial Acumen Basic Online Self 01:00 Not Started
4 CLcomm_33_ Basic Presentation Skills: Creating a Pr Business Communication and Basic Online Self 01:00 Not Started

**Figure 22: Waive a Course**

On clicking the waiver icon, a pop-up window will appear that will prompt you to select the reason for waiver. Select the reason, provide comments and click 'Submit'.

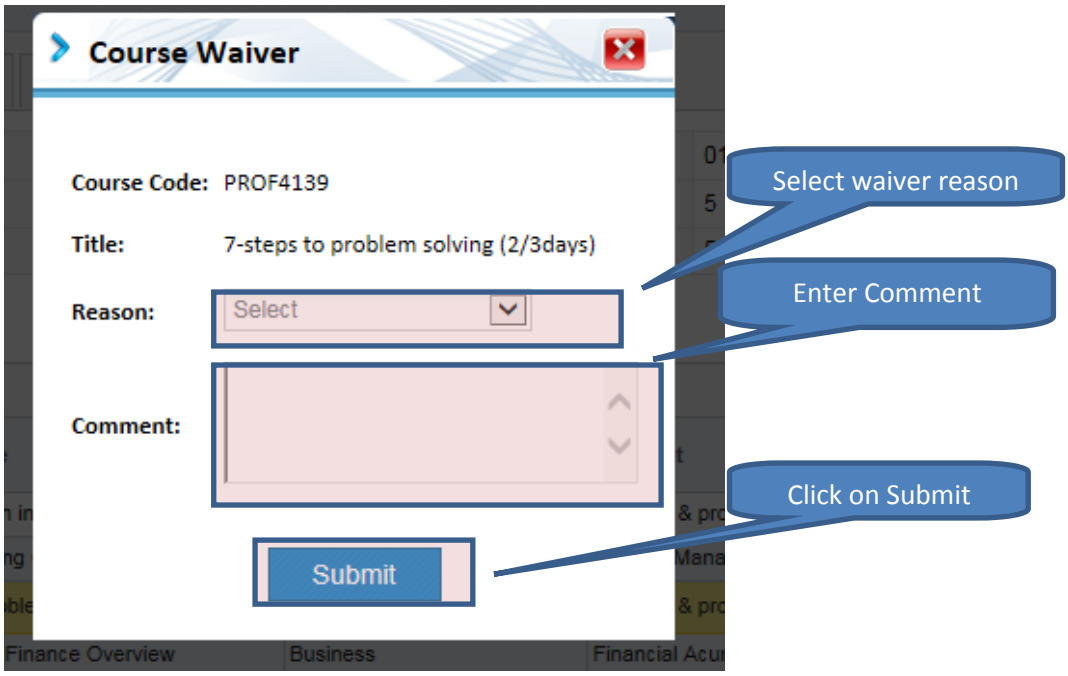
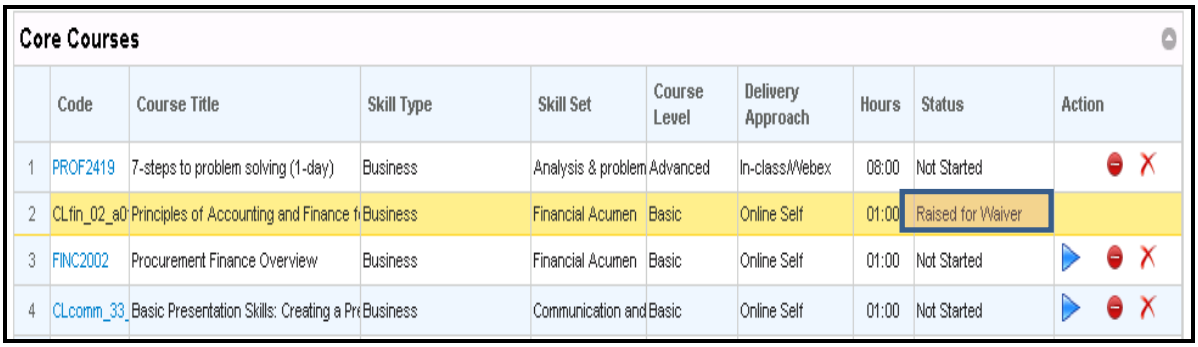


**Figure 23: Course Waiver Pop-up**

Once you submit the waiver request, an auto-generated notification email will be sent to your manager for approval and the course status will change to 'Raised for Waiver'.



Core Courses

| | Code | Course Title | Skill Type | Skill Set | Course Level | Delivery Approach | Hours | Status | Action |
|---|---|---|---|---|---|---|---|---|---|
| 1 | PROF2419 | 7-steps to problem solving (1-day) | Business | Analysis & problem | Advanced | In-class/Webex | 08:00 | Not Started | |
| 2 | CLfin_02_a0 | Principles of Accounting and Finance f | Business | Financial Acumen | Basic | Online Self | 01:00 | Raised for Waiver | |
| 3 | FINC2002 | Procurement Finance Overview | Business | Financial Acumen | Basic | Online Self | 01:00 | Not Started | |
| 4 | CLcomm_33_ | Basic Presentation Skills: Creating a Pr | Business | Communication and | Basic | Online Self | 01:00 | Not Started | |

**Figure 24: Raised for Waiver**

Once your manager approves your course waiver request, the course status will change to 'Waived' and your 'Number of course taken' count will increase. Also your waiver request status will changed to "Waived"

In case, your manager rejects your waiver request, the course status will change back to "Not Started" and waiver request status will changed to "Rejected"

You can track your waiver requests under My Learning → Waiver Request

## 4.3. How to Remove a Course?

Course removal is appropriate when a course is not relevant to your job or when it is not essential for your professional development. Courses that are removed will no longer be visible on a learner's Individual Learning Plan.

You are allowed to raise course waiver plus removal for maximum of 20% of your ILP courses.
To remove a particular course, click on ✗ icon

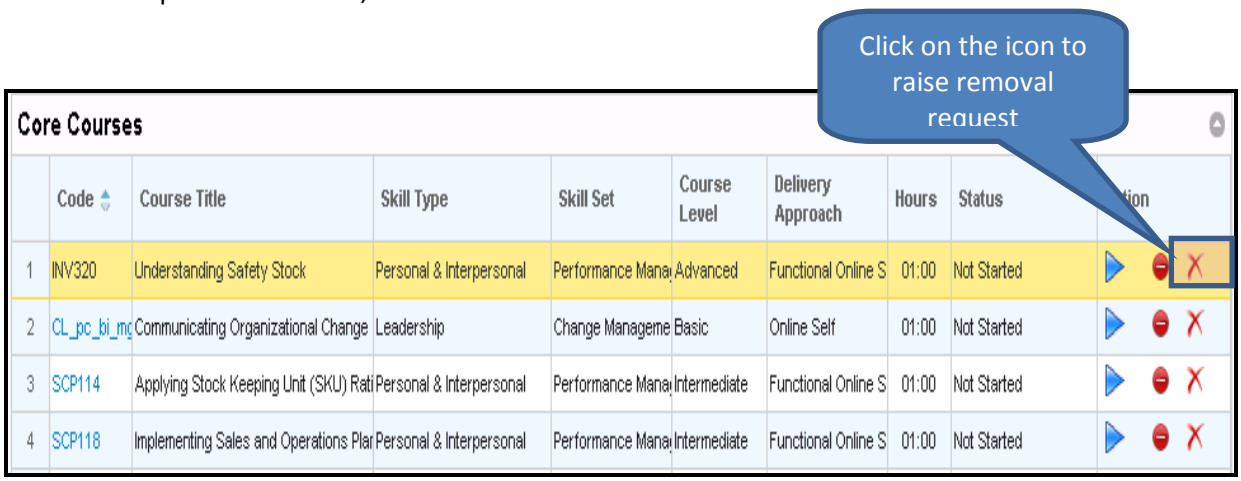

Click on the icon to raise removal request
Core Courses
Code
Course Title
Skill Type
Skill Set
Course Level
Delivery Approach
Hours
Status
1 INV320 Understanding Safety Stock Personal & Interpersonal Performance Mana Advanced Functional Online S 01:00 Not Started
2 CL_pc_bi_mg Communicating Organizational Change Leadership Change Manageme Basic Online Self 01:00 Not Started
3 SCP114 Applying Stock Keeping Unit (SKU) Rati Personal & Interpersonal Performance Mana Intermediate Functional Online S 01:00 Not Started
4 SCP118 Implementing Sales and Operations Plar Personal & Interpersonal Performance Mana Intermediate Functional Online S 01:00 Not Started

**Figure 25: Remove a Course**

On clicking the removal icon, a pop-up window will appear that will prompt you to select the reason for removal. Select the reason, provide comments and click 'Submit'.

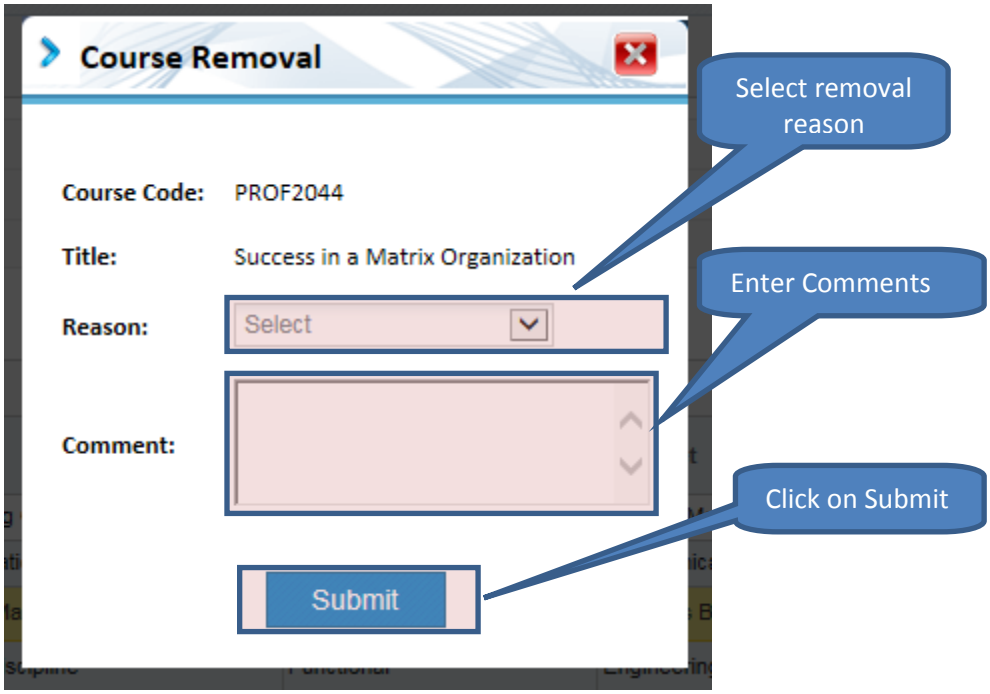
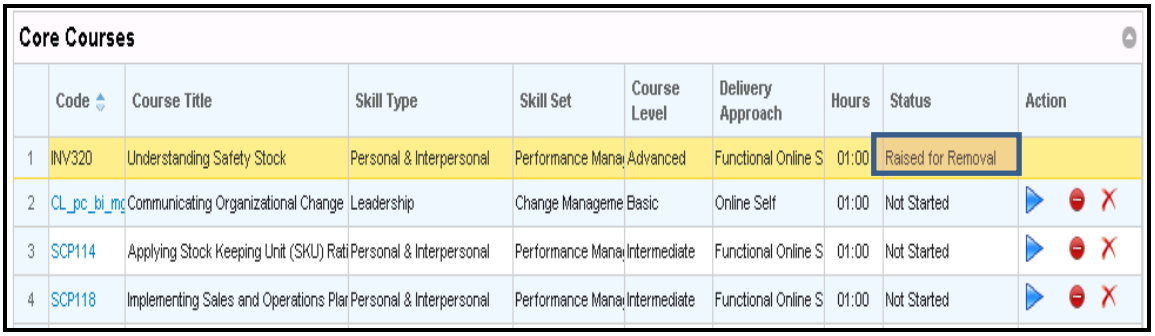



**Figure 26: Course Removal Pop-up**

Once you submit the removal request, an auto-generated notification email will be sent to your manager for approval and the course status will change to 'Raised for Removal'.



Core Courses

| | Code | Course Title | Skill Type | Skill Set | Course Level | Delivery Approach | Hours | Status | Action |
|---|---|---|---|---|---|---|---|---|---|
| 1 | INV320 | Understanding Safety Stock | Personal & Interpersonal | Performance Mana | Advanced | Functional Online S | 01:00 | Raised for Removal | |
| 2 | CL_pc_bi_mc | Communicating Organizational Change | Leadership | Change Manageme | Basic | Online Self | 01:00 | Not Started | |
| 3 | SCP114 | Applying Stock Keeping Unit (SKU) Rati | Personal & Interpersonal | Performance Mana | Intermediate | Functional Online S | 01:00 | Not Started | |
| 4 | SCP118 | Implementing Sales and Operations Plar | Personal & Interpersonal | Performance Mana | Intermediate | Functional Online S | 01:00 | Not Started | |

**Figure 27: Raised for Removal**

Once your manager approves your course removal request, the course will be removed from the core list.

In case, your manager rejects your removal request, the course status will change back to "Not Started" and removal request status will changed to "Rejected"

You can trace removed courses under 'My Learning → Removal Request' page.

## 5. Add Course to ILP

You have the option to add more courses to your ILP. Course enrollment is appropriate when the course content will enhance your job performance and / or help advance your career goals.

To do so, click 'Search Course' tab on the main menu. Or click on 'Add course to ILP' on the left navigation

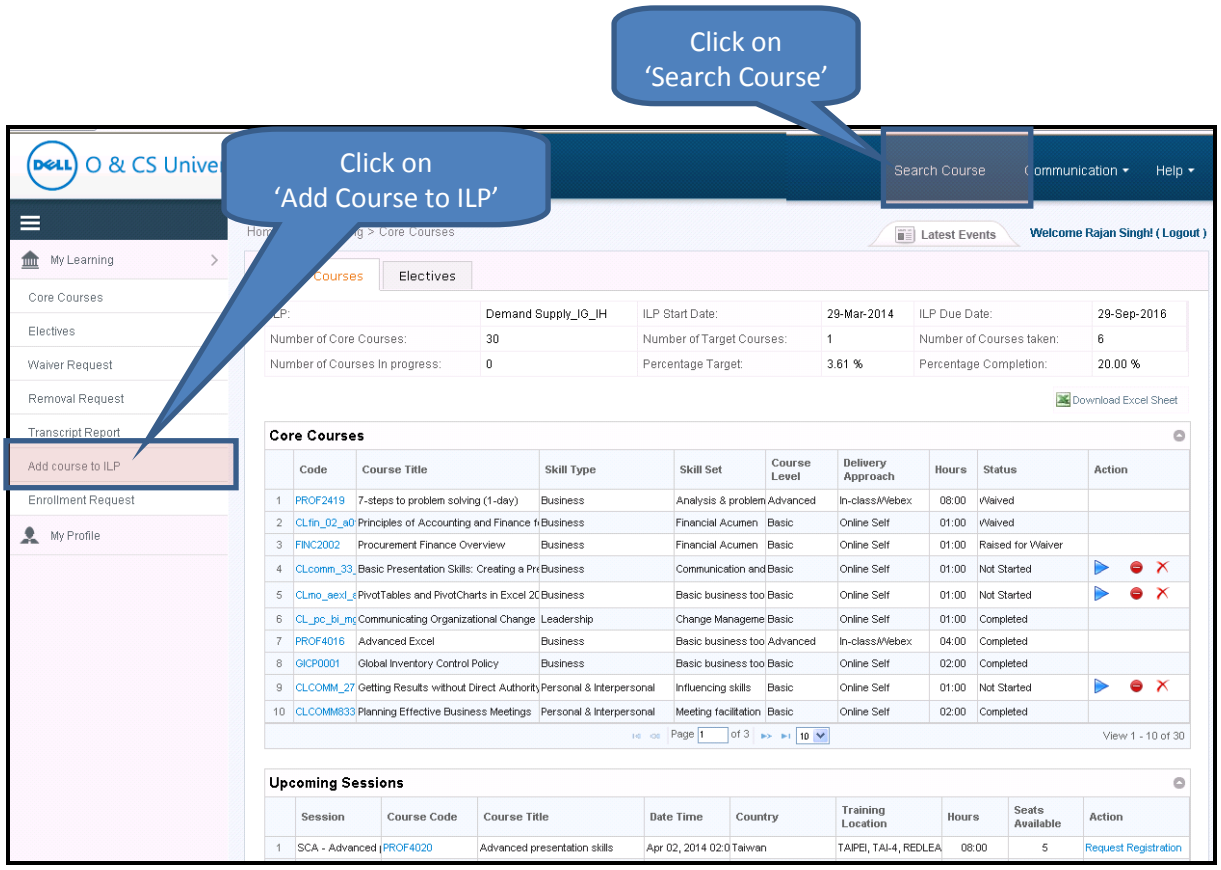



**Figure 28: Search Course**

This will open the 'Search Course' page.

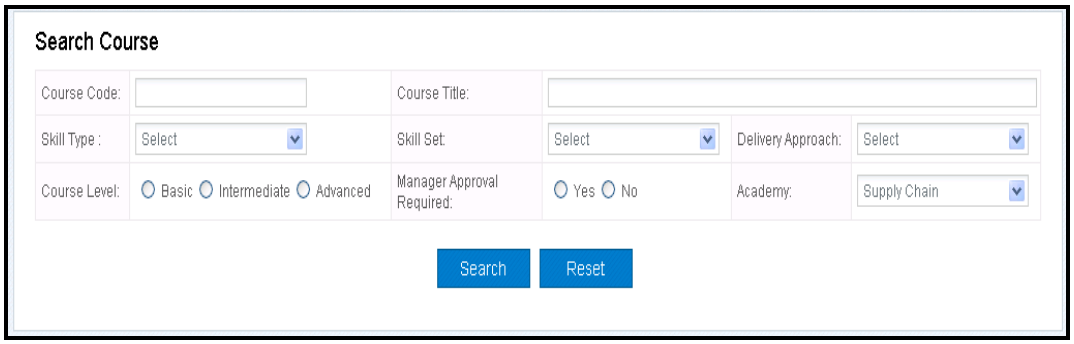



**Figure 29: Search Course**

This page will allow you to:

- Search course using multiple filters
- View course details
- Add a course to your ILP

## 5.1. Search a Course

To search for a course, select requisite options from the dropdown fields, if any, and click on 'Search'.
By default, the portal will select your mapped academy. You can search courses from a different academy by changing the academy.

## 5.2. View Course Details

The course list will display basic course details such as Course Code, Course Title, Skill Type, Skill Set, Course Level, Delivery Approach and Hours.

**Sorting:** You are allowed to sort the courses. To do so, click on the column header to sort in ascending order; the second click will sort in descending order.

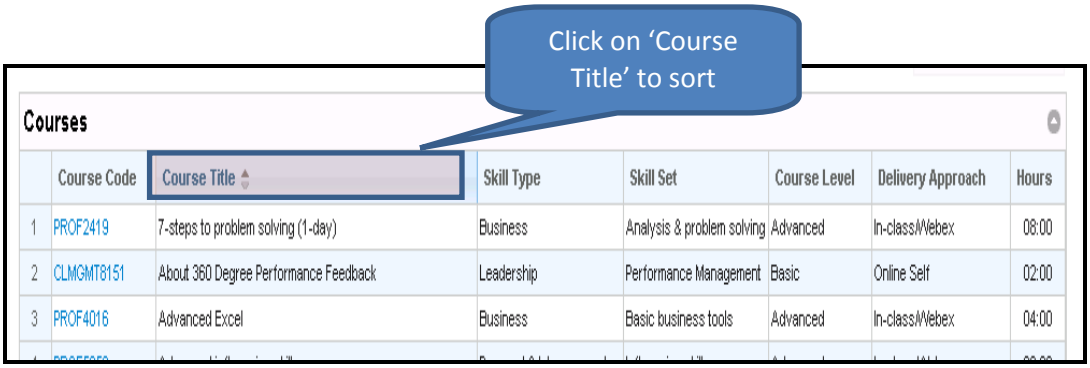
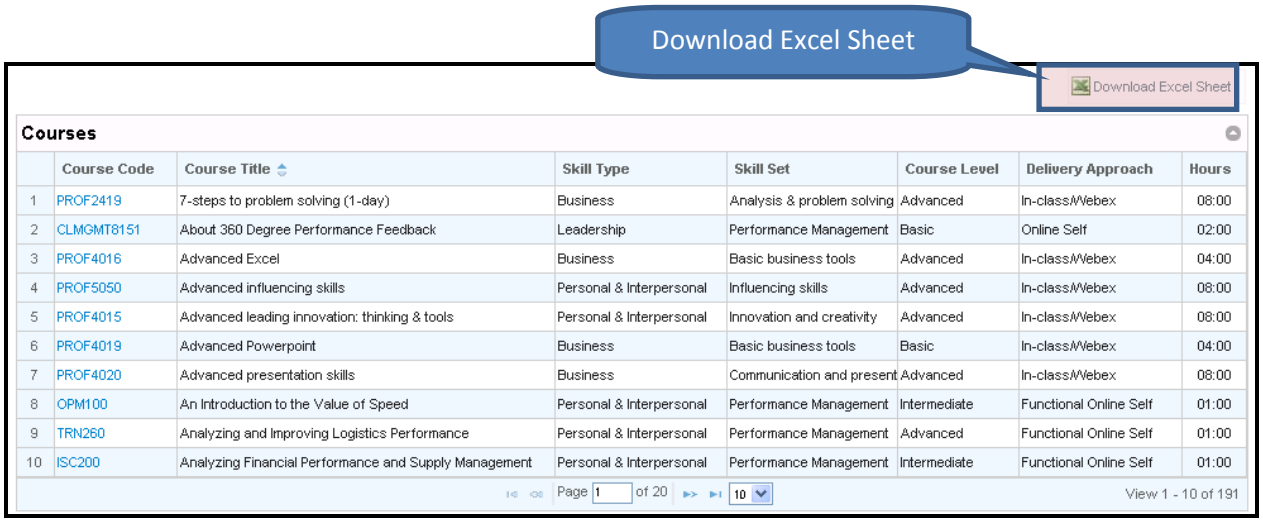

Click on 'Course Title' to sort
Courses
Course Code
Course Title
Skill Type
Skill Set
Course Level
Delivery Approach
Hours
1 PROF2419 7-steps to problem solving (1-day) Business Analysis & problem solving Advanced In-class/Webex 08:00
2 CLMGMT8151 About 360 Degree Performance Feedback Leadership Performance Management Basic Online Self 02:00
3 PROF4016 Advanced Excel Business Basic business tools Advanced In-class/Webex 04:00

**Figure 30: Sort by Course Title**

**Export to Excel:** You can also export course list onto an excel sheet by click on 'Download Excel Sheet' button.


Download Excel Sheet
Download Excel Sheet
Courses
Course Code
Course Title
Skill Type
Skill Set
Course Level
Delivery Approach
Hours
1 PROF2419 7-steps to problem solving (1-day) Business Analysis & problem solving Advanced In-class/Webex 08:00
2 CLMGMT8151 About 360 Degree Performance Feedback Leadership Performance Management Basic Online Self 02:00
3 PROF4016 Advanced Excel Business Basic business tools Advanced In-class/Webex 04:00
4 PROF5050 Advanced influencing skills Personal & Interpersonal Influencing skills Advanced In-class/Webex 08:00
5 PROF4015 Advanced leading innovation: thinking & tools Personal & Interpersonal Innovation and creativity Advanced In-class/Webex 08:00
6 PROF4019 Advanced Powerpoint Business Basic business tools Basic In-class/Webex 04:00
7 PROF4020 Advanced presentation skills Business Communication and present Advanced In-class/Webex 08:00
8 OPM100 An Introduction to the Value of Speed Personal & Interpersonal Performance Management Intermediate Functional Online Self 01:00
9 TRN260 Analyzing and Improving Logistics Performance Personal & Interpersonal Performance Management Advanced Functional Online Self 01:00
10 ISC200 Analyzing Financial Performance and Supply Management Personal & Interpersonal Performance Management Intermediate Functional Online Self 01:00
Page 1 of 20
View 1 - 10 of 191

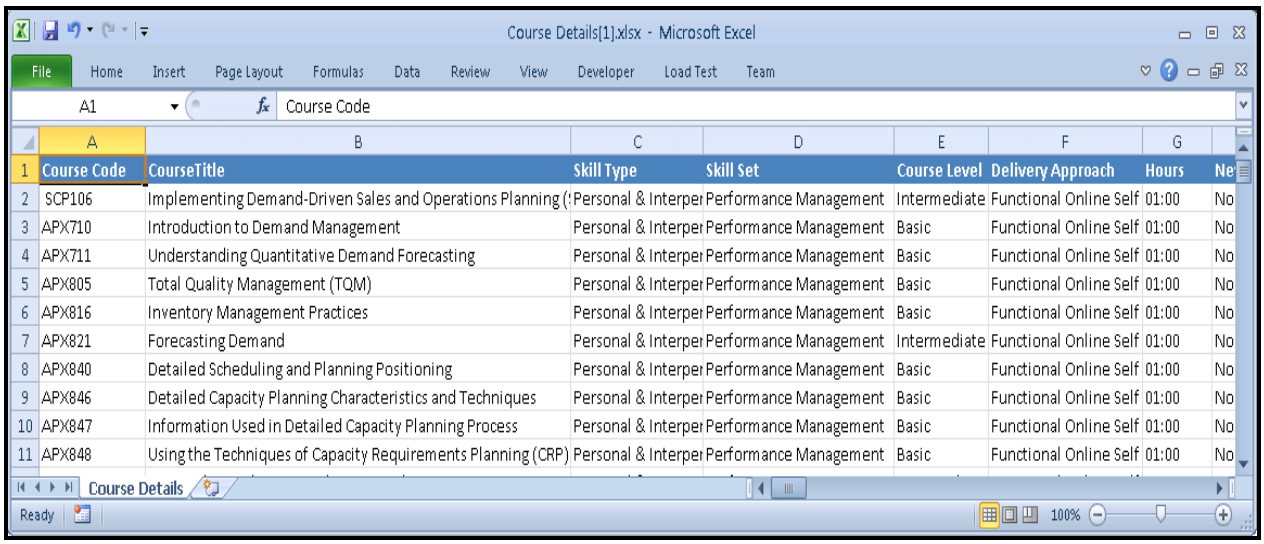
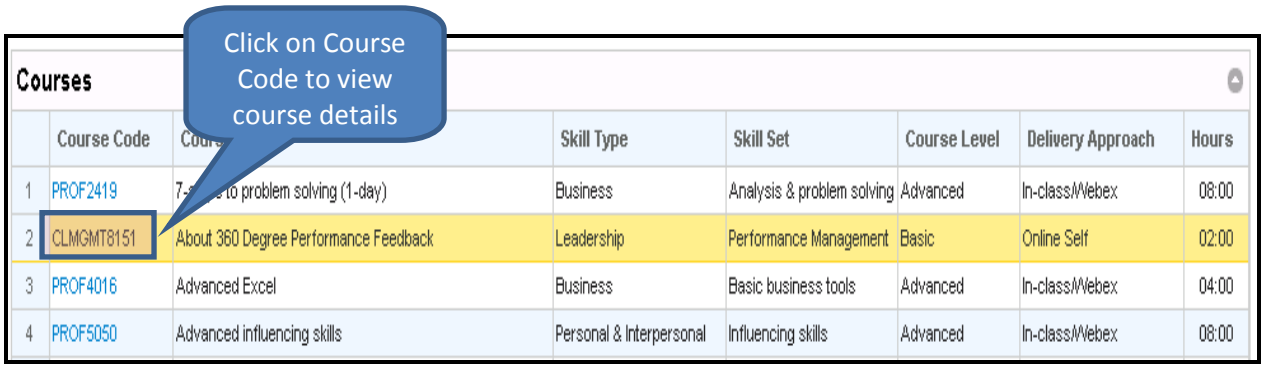

Course Details[1].xlsx - Microsoft Excel
File Home Insert Page Layout Formulas Data Review View Developer Load Test Team
A1
Course Code
Course Code CourseTitle Skill Type Skill Set Course Level Delivery Approach Hours
SCP106 Implementing Demand-Driven Sales and Operations Planning ( Personal & Interper Performance Management Intermediate Functional Online Self 01:00
APX710 Introduction to Demand Management Personal & Interper Performance Management Basic Functional Online Self 01:00
APX711 Understanding Quantitative Demand Forecasting Personal & Interper Performance Management Basic Functional Online Self 01:00
APX805 Total Quality Management (TQM) Personal & Interper Performance Management Basic Functional Online Self 01:00
APX816 Inventory Management Practices Personal & Interper Performance Management Basic Functional Online Self 01:00
APX821 Forecasting Demand Personal & Interper Performance Management Intermediate Functional Online Self 01:00
APX840 Detailed Scheduling and Planning Positioning Personal & Interper Performance Management Basic Functional Online Self 01:00
APX846 Detailed Capacity Planning Characteristics and Techniques Personal & Interper Performance Management Basic Functional Online Self 01:00
APX847 Information Used in Detailed Capacity Planning Process Personal & Interper Performance Management Basic Functional Online Self 01:00
APX848 Using the Techniques of Capacity Requirements Planning (CRP) Personal & Interper Performance Management Basic Functional Online Self 01:00
Course Details
Ready
100%

**Figure 31: Excel Download**

To view the course details, click on the 'Course Code' link.


Click on Course Code to view course details
Courses
Course Code
Skill Type
Skill Set
Course Level
Delivery Approach
Hours
1 PROF2419 Business Analysis & problem solving Advanced In-class/Webex 08:00
2 CLMGMT8151 About 360 Degree Performance Feedback Leadership Performance Management Basic Online Self 02:00
3 PROF4016 Advanced Excel Business Basic business tools Advanced In-class/Webex 04:00
4 PROF5050 Advanced influencing skills Personal & Interpersonal Influencing skills Advanced In-class/Webex 08:00

The course details would appear as below.

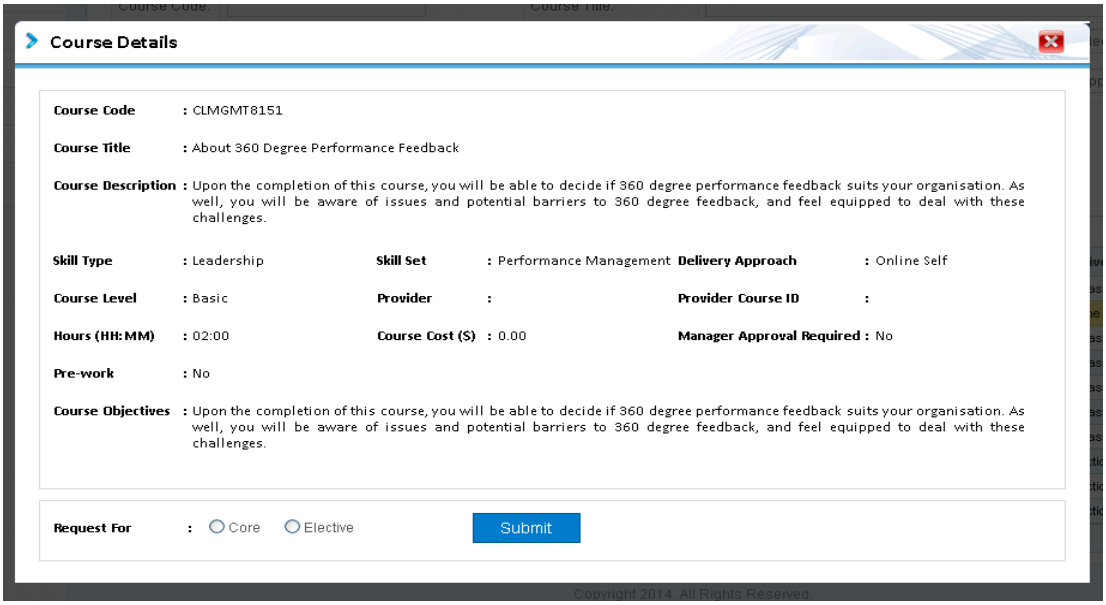

Course Details
Course Code : CLMGMT8151
Course Title : About 360 Degree Performance Feedback
Course Description : Upon the completion of this course, you will be able to decide if 360 degree performance feedback suits your organisation. As well, you will be aware of issues and potential barriers to 360 degree feedback, and feel equipped to deal with these challenges.
Skill Type : Leadership
Skill Set : Performance Management
Delivery Approach : Online Self
Course Level : Basic
Provider :
Provider Course ID :
Hours (HH:MM) : 02:00
Course Cost ($) : 0.00
Manager Approval Required : No
Pre-work : No
Course Objectives : Upon the completion of this course, you will be able to decide if 360 degree performance feedback suits your organisation. As well, you will be aware of issues and potential barriers to 360 degree feedback, and feel equipped to deal with these challenges.
Request For : Core Elective
Submit
Copyright 2014. All Rights Reserved.

**Figure 32: Course Details**

## 5.3. Add Course to ILP as 'Elective'

If you are content with the course details, you have the option to add it to your ILP as an Elective course or a Core Course.

To add the selected course to your ILP as an Elective course, select the 'Elective' radio button against Request For (highlighted below).

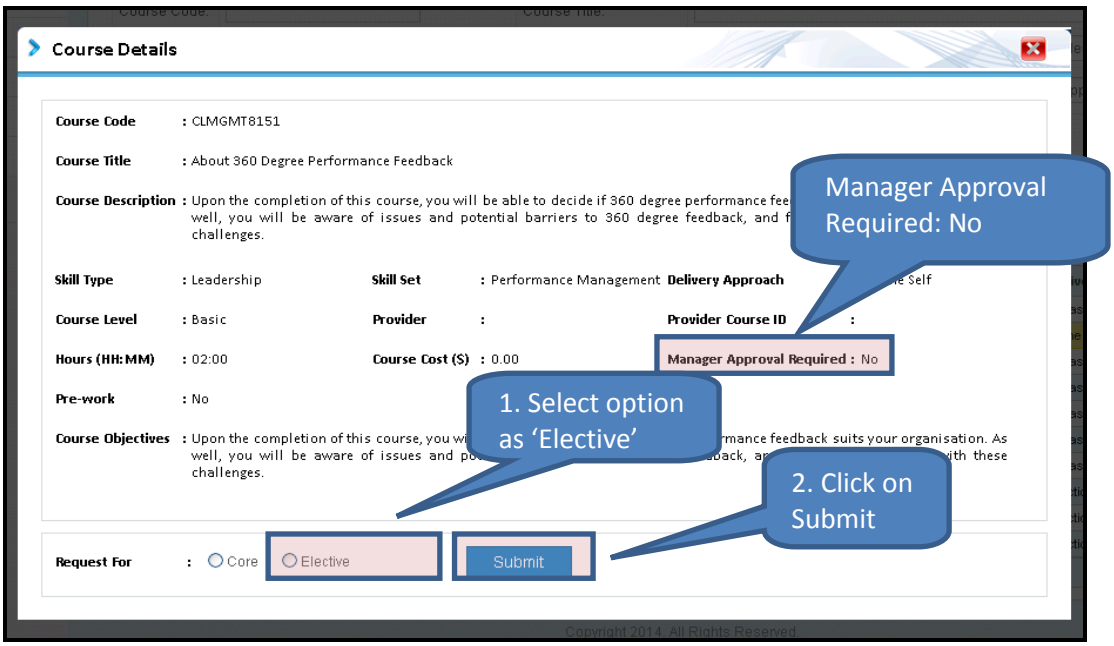

Course Details
Course Code : CLMGMT8151
Course Title : About 360 Degree Performance Feedback
Course Description : Upon the completion of this course, you will be able to decide if 360 degree performance fee
well, you will be aware of issues and potential barriers to 360 degree feedback, and f
challenges.
Skill Type : Leadership
Skill Set : Performance Management
Delivery Approach
Course Level : Basic
Provider :
Provider Course ID :
Hours (HH:MM) : 02:00
Course Cost ($) : 0.00
Manager Approval Required : No
Pre-work : No
Course Objectives : Upon the completion of this course, you w
rmance feedback suits your organisation. As
well, you will be aware of issues and po
back, a
ith these
challenges.
Request For : Core Elective Submit
Manager Approval Required: No
1. Select option as 'Elective'
2. Click on Submit
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**Figure 33: Add Course to Elective**

Also check the Manager Approval Required field. If this field is auto-marked as 'No', this means that manager's approval is not required to add the selected course to your ILP.

A confirmation message will appear and the selected course will get added to your elective course.

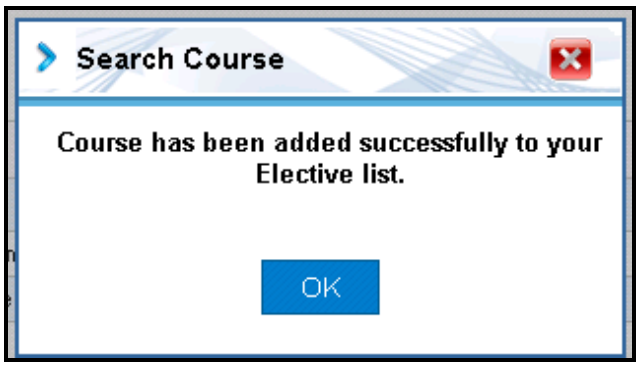



**Figure 34: Confirmation Message**

If the Manager Approval Required field is marked as 'Yes', then a course enrollment request will be raised and an auto-generated email notification will be sent to your manager for approval.

In the above example, the Manager Approval required field was marked as 'No', so the request will be directly added to you ILP under Elective courses. You can check your Elective courses under **My Learning → Electives**.

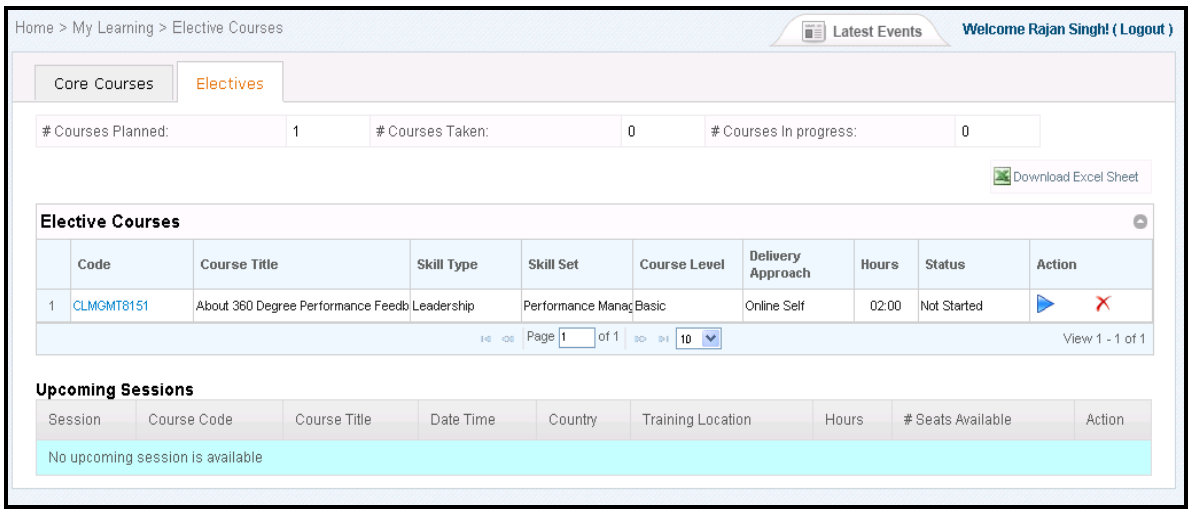



**Figure 35: Addition to Elective Course**

## 5.4. Add Course to ILP as 'Core'

To add the selected course to your ILP as a Core Course, select the 'Core' radio button against Request For (highlighted below).

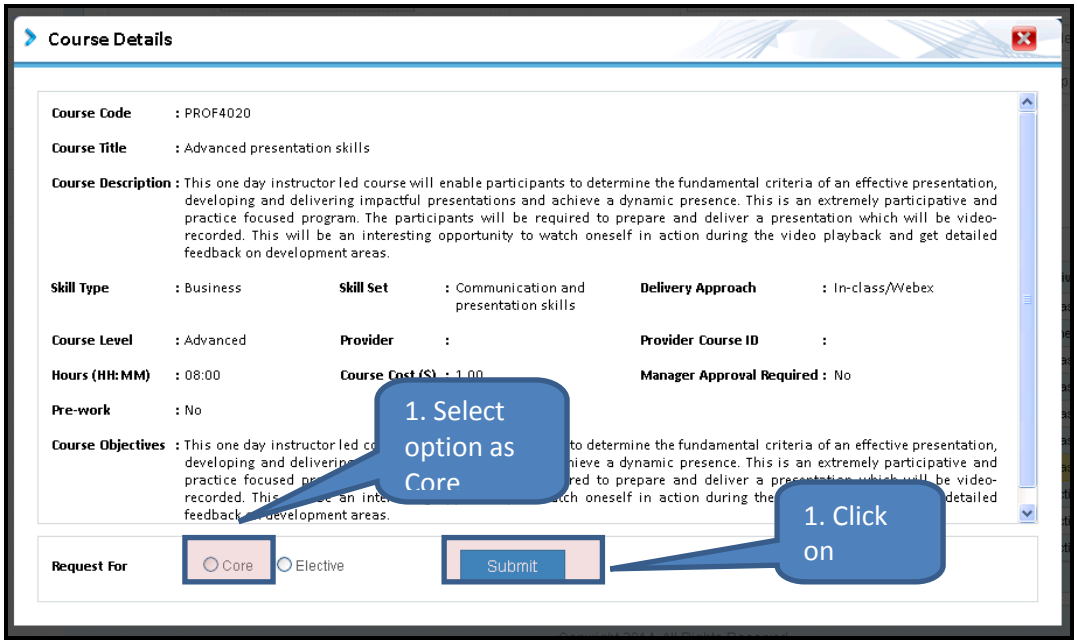

Course Details
Course Code : PROF4020
Course Title : Advanced presentation skills
Course Description : This one day instructor led course will enable participants to determine the fundamental criteria of an effective presentation, developing and delivering impactful presentations and achieve a dynamic presence. This is an extremely participative and practice focused program. The participants will be required to prepare and deliver a presentation which will be video-recorded. This will be an interesting opportunity to watch oneself in action during the video playback and get detailed feedback on development areas.
Skill Type : Business
Skill Set : Communication and presentation skills
Delivery Approach : In-class/Webex
Course Level : Advanced
Provider :
Provider Course ID :
Hours (HH:MM) : 08:00
Course Cost ($) : 1.00
Manager Approval Required : No
Pre-work : No
Course Objectives
Request For
Core
Elective
Submit
1. Select option as Core
1. Click on

**Figure 36: Add Course to Core Courses**

In case of addition of a course to your Core Course list, irrespective of a 'Yes' or 'No' against the Manager Approval Required field, the request will be sent for manager's approval.
A course enrollment request will be raised and an auto-generated email notification will be sent to your manager for approval.

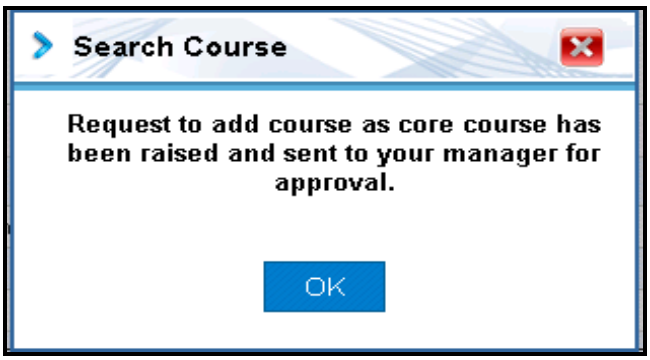



**Figure 37: Confirmation Message**

Once your manager approves your course enrollment request, you will receive an auto-generated email notification as shown below.

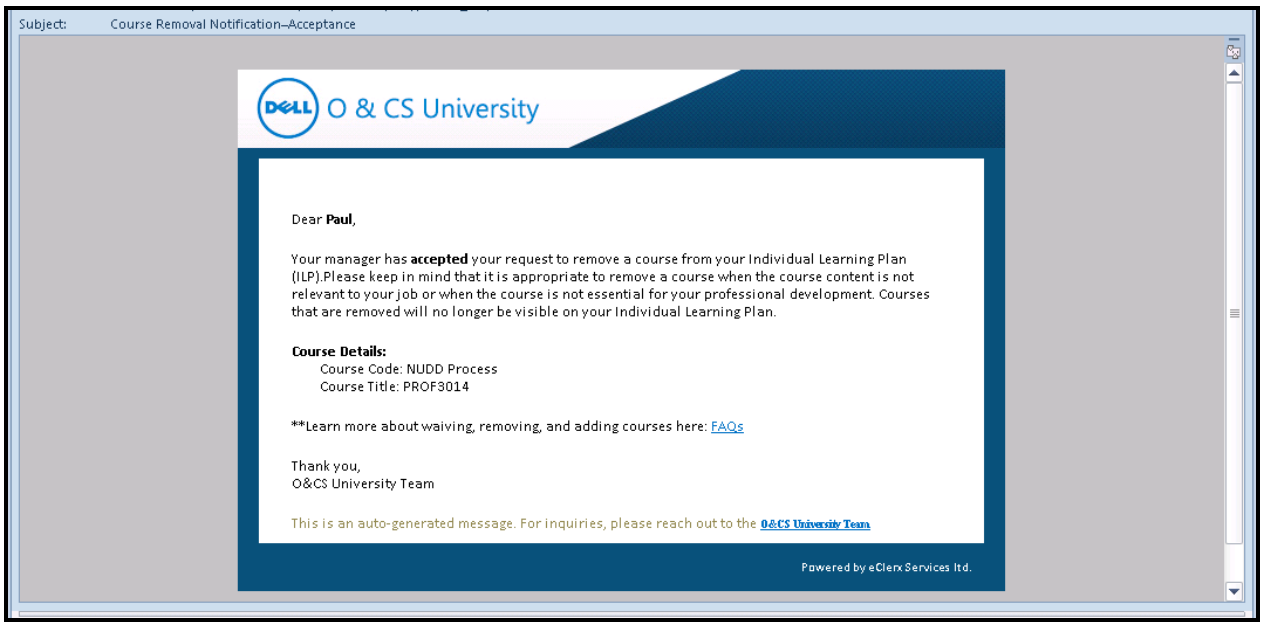

Subject: Course Removal Notification–Acceptance
O & CS University
Dear Paul,
Your manager has accepted your request to remove a course from your Individual Learning Plan (ILP).Please keep in mind that it is appropriate to remove a course when the course content is not relevant to your job or when the course is not essential for your professional development. Courses that are removed will no longer be visible on your Individual Learning Plan.
Course Details:
Course Code: NUDD Process
Course Title: PROF3014
**Learn more about waiving, removing, and adding courses here: FAQs
Thank you,
O&CS University Team
This is an auto-generated message. For inquiries, please reach out to the O&CS University Team
Powered by eClerx Services ltd.

**Figure 38: Core Course Addition – Manager Approval**

You can check your Core Courses under **My Learning →Core Courses**

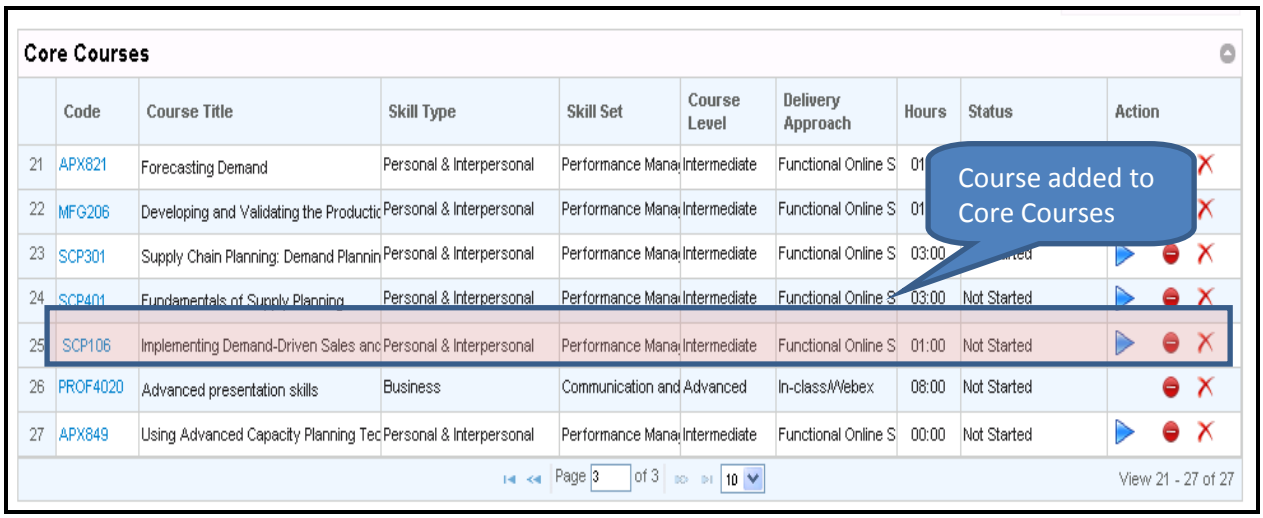

Core Courses
Code
Course Title
Skill Type
Skill Set
Course Level
Delivery Approach
Hours
Status
Action
21 APX821 Forecasting Demand Personal & Interpersonal Performance Mana Intermediate Functional Online S 01
22 MFG206 Developing and Validating the Productic Personal & Interpersonal Performance Mana Intermediate Functional Online S 01
23 SCP301 Supply Chain Planning: Demand Plannin Personal & Interpersonal Performance Mana Intermediate Functional Online S 03:00
24 SCP401 Fundamentals of Supply Planning Personal & Interpersonal Performance Mana Intermediate Functional Online S 03:00 Not Started
25 SCP106 Implementing Demand-Driven Sales and Personal & Interpersonal Performance Mana Intermediate Functional Online S 01:00 Not Started
26 PROF4020 Advanced presentation skills Business Communication and Advanced In-class/Webex 08:00 Not Started
27 APX849 Using Advanced Capacity Planning Tec Personal & Interpersonal Performance Mana Intermediate Functional Online S 00:00 Not Started
Page 3 of 3
10
View 21 - 27 of 27
Course added to Core Courses

**Figure 39: Addition to Core Course**

Adding a course as a Core Course will impact all of your below metrics:

- Number of core courses
- Number of target courses
- Percentage target
- Percentage completion

## 5.5. Raising Accenture License Request for 'Functional Online Self' (not for PSM Academy learners)

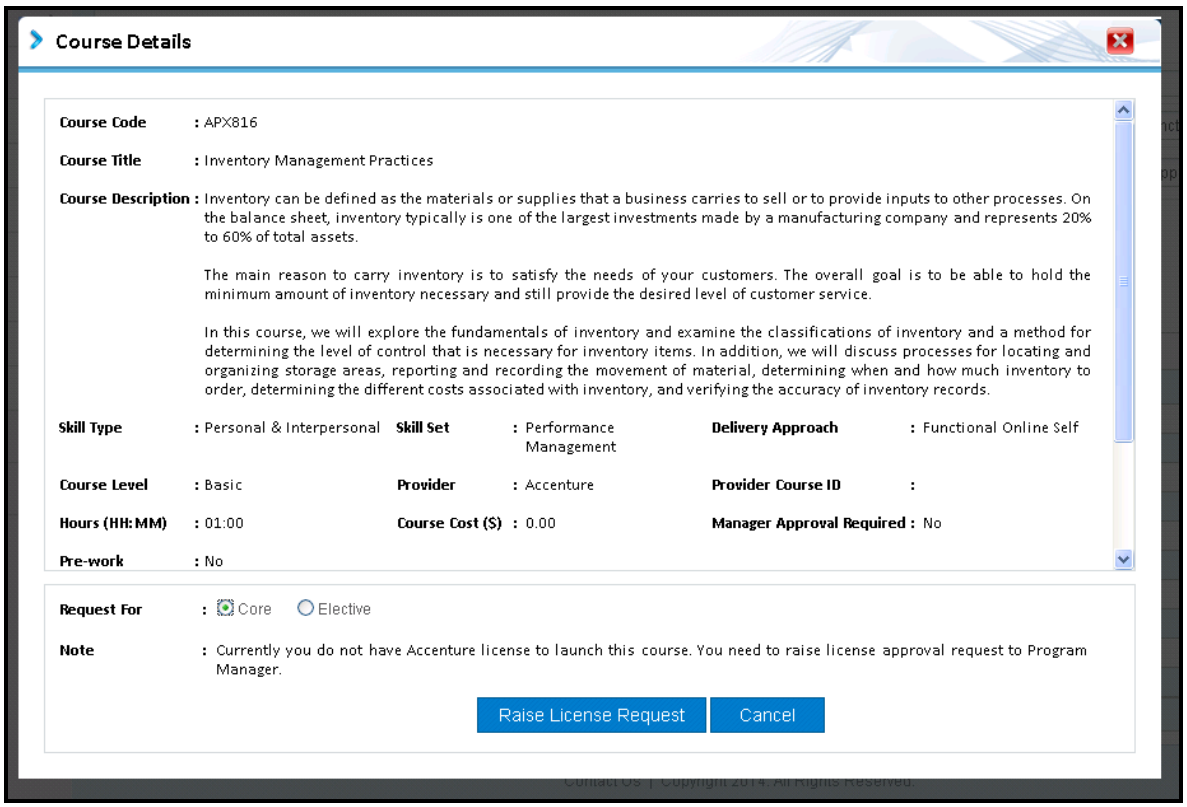
- If you are adding any '**Functional Online Self'** course to ILP then system will check whether the you have Accenture license to launch the course. As 'Functional Online Self' course requires to be launched at Accenture Academy and also require one time Accenture license.

- **No Need to raise License request:**
  In case of any of the below scenario, system will not ask to raise Accenture license request:
  - You already have Accenture license request
  - You already have any other 'Functional Online Self' courses added to your ILP

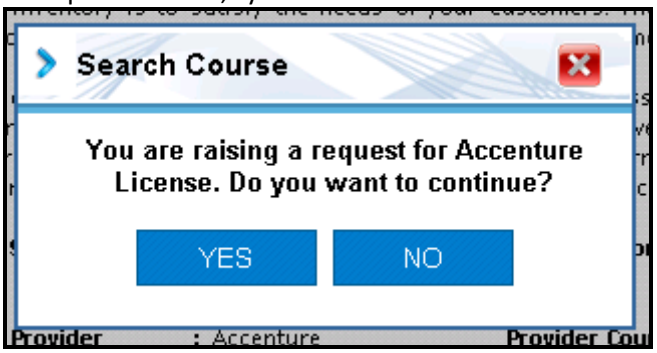
- **Unable to add 'course':**
  In case of any of the below scenario, you would not be able to add 'Functional Online Self' course:
  - Accenture license request is already raised
  - Request for Accenture license was declined in less than 30 days

- **Raise Accenture license request**:
  In case, you do not have Accenture license , then portal will guide you to raise Accenture license request

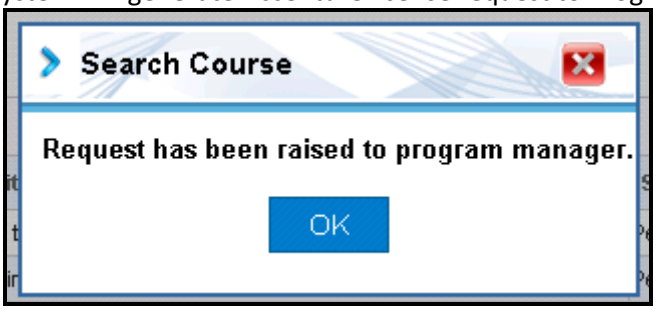
Learner tries to add 'Function online self' course and do not have Accenture license.


Course Details
Course Code : APX816
Course Title : Inventory Management Practices
Course Description : Inventory can be defined as the materials or supplies that a business carries to sell or to provide inputs to other processes. On the balance sheet, inventory typically is one of the largest investments made by a manufacturing company and represents 20% to 60% of total assets.
The main reason to carry inventory is to satisfy the needs of your customers. The overall goal is to be able to hold the minimum amount of inventory necessary and still provide the desired level of customer service.
In this course, we will explore the fundamentals of inventory and examine the classifications of inventory and a method for determining the level of control that is necessary for inventory items. In addition, we will discuss processes for locating and organizing storage areas, reporting and recording the movement of material, determining when and how much inventory to order, determining the different costs associated with inventory, and verifying the accuracy of inventory records.
Skill Type : Personal & Interpersonal
Skill Set : Performance Management
Delivery Approach : Functional Online Self
Course Level : Basic
Provider : Accenture
Provider Course ID :
Hours (HH:MM) : 01:00
Course Cost ($) : 0.00
Manager Approval Required : No
Pre-work : No
Request For : Core Elective
Note : Currently you do not have Accenture license to launch this course. You need to raise license approval request to Program Manager.
Raise License Request
Cancel

On click of 'Raise License Request' button, system will show confirmation message as below:



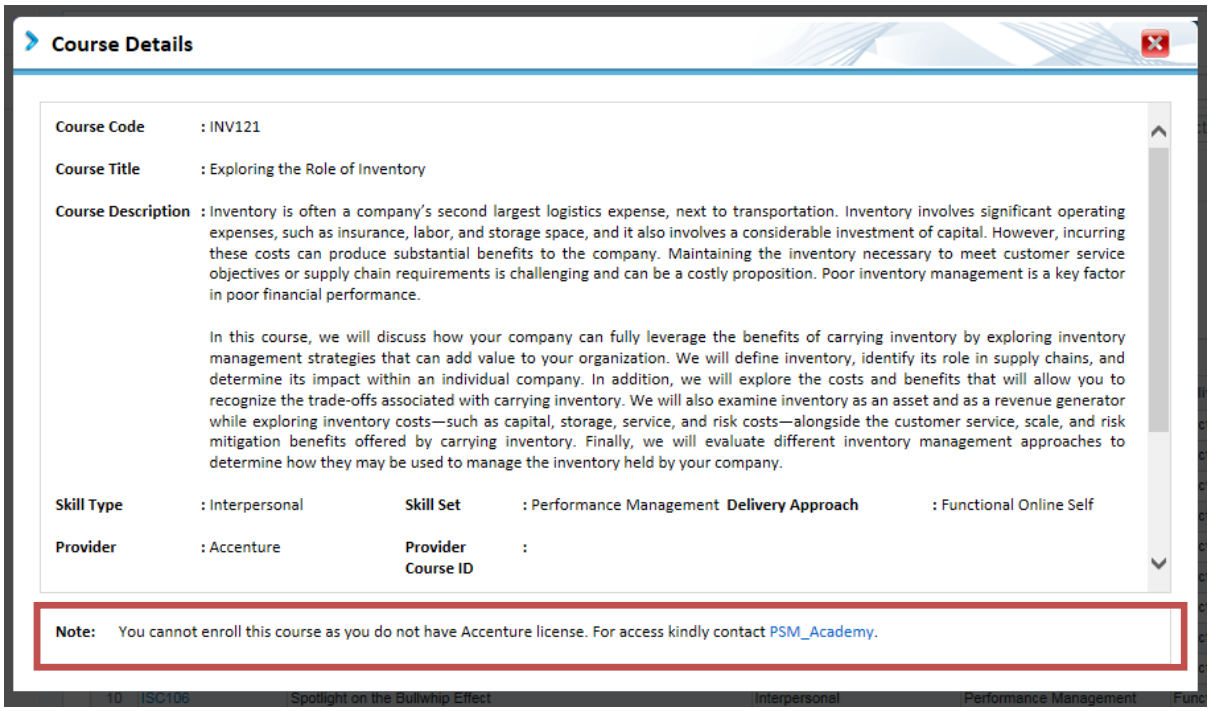

Once clicked on 'Yes', system will generate Accenture license request to Program manager.



## 5.6. No Accenture License - For PSM Academy learners

In case, you do not have accenture license, you would not be able to enroll any 'Functional Online Self' course.

Following note will be shown on course detail page: "You cannot enroll this course as you do not have Accenture license. For access kindly contact PSM_Academy."


Course Details
Course Code : INV121
Course Title : Exploring the Role of Inventory
Course Description : Inventory is often a company's second largest logistics expense, next to transportation. Inventory involves significant operating expenses, such as insurance, labor, and storage space, and it also involves a considerable investment of capital. However, incurring these costs can produce substantial benefits to the company. Maintaining the inventory necessary to meet customer service objectives or supply chain requirements is challenging and can be a costly proposition. Poor inventory management is a key factor in poor financial performance.
In this course, we will discuss how your company can fully leverage the benefits of carrying inventory by exploring inventory management strategies that can add value to your organization. We will define inventory, identify its role in supply chains, and determine its impact within an individual company. In addition, we will explore the costs and benefits that will allow you to recognize the trade-offs associated with carrying inventory. We will also examine inventory as an asset and as a revenue generator while exploring inventory costs—such as capital, storage, service, and risk costs—alongside the customer service, scale, and risk mitigation benefits offered by carrying inventory. Finally, we will evaluate different inventory management approaches to determine how they may be used to manage the inventory held by your company.
Skill Type : Interpersonal
Skill Set : Performance Management
Delivery Approach : Functional Online Self
Provider : Accenture
Provider Course ID :
Note: You cannot enroll this course as you do not have Accenture license. For access kindly contact PSM_Academy.

## 6. My Learning

The 'My Learning' tab on the main page has a few options listed under it. Each of the options is explained below.

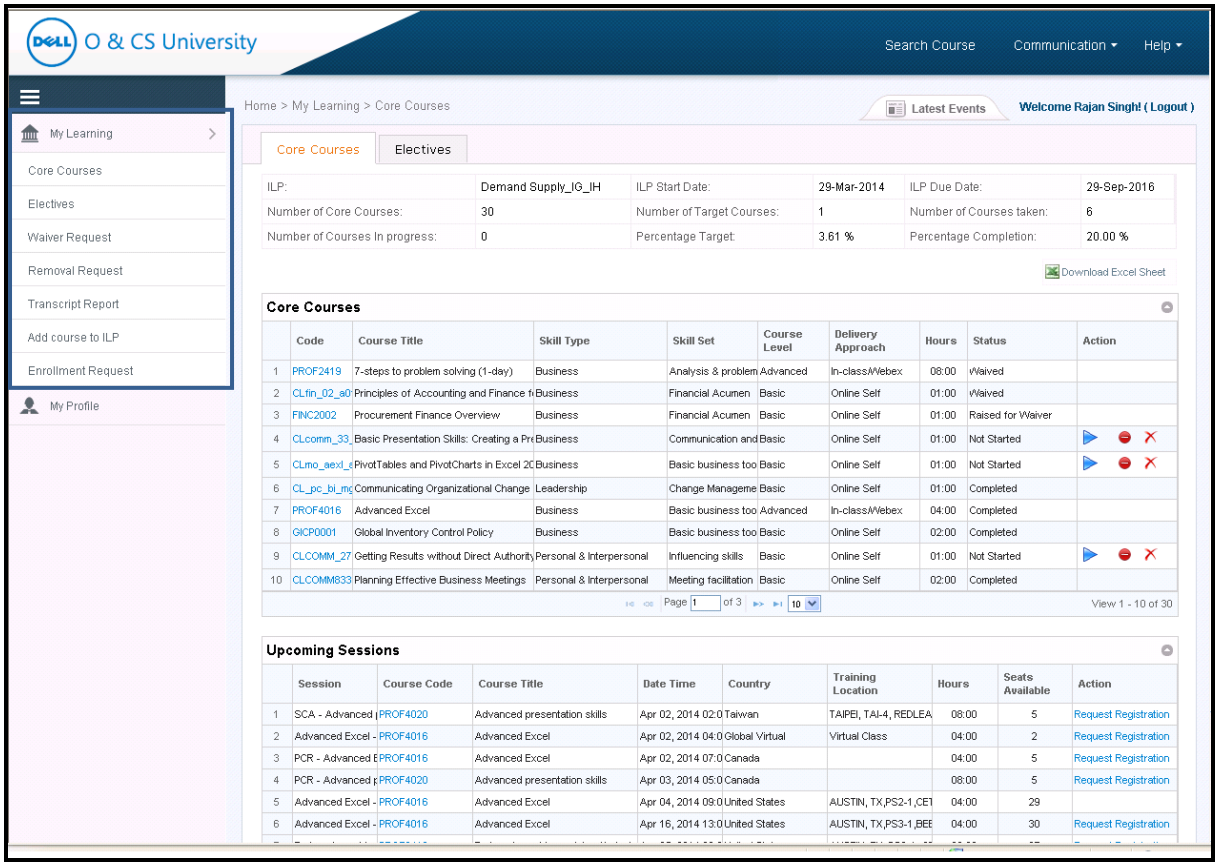

O & CS University
Search Course
Communication
Help
Home > My Learning > Core Courses
Latest Events
Welcome Rajan Singh! ( Logout )
My Learning
Core Courses
Electives
Waiver Request
Removal Request
Transcript Report
Add course to ILP
Enrollment Request
My Profile
Core Courses
Electives
ILP: Demand Supply_IG_IH
ILP Start Date: 29-Mar-2014
ILP Due Date: 29-Sep-2016
Number of Core Courses: 30
Number of Target Courses: 1
Number of Courses taken: 6
Number of Courses In progress: 0
Percentage Target: 3.61 %
Percentage Completion: 20.00 %
Download Excel Sheet
Core Courses
Code | Course Title | Skill Type | Skill Set | Course Level | Delivery Approach | Hours | Status | Action
1 PROF2419 7-steps to problem solving (1-day) Business Analysis & problem Advanced In-class/Webex 08:00 Waived
2 CLfin_02_s0 Principles of Accounting and Finance f Business Financial Acumen Basic Online Self 01:00 Waived
3 FINC2002 Procurement Finance Overview Business Financial Acumen Basic Online Self 01:00 Raised for Waiver
4 CLcomm_33 Basic Presentation Skills: Creating a Pr Business Communication and Basic Online Self 01:00 Not Started
5 CLmo_aexl_ PivotTables and PivotCharts in Excel 2C Business Basic business too Basic Online Self 01:00 Not Started
6 CL_pc_bi_m Communicating Organizational Change Leadership Change Manageme Basic Online Self 01:00 Completed
7 PROF4016 Advanced Excel Business Basic business too Advanced In-class/Webex 04:00 Completed
8 GICP0001 Global Inventory Control Policy Business Basic business too Basic Online Self 02:00 Completed
9 CLCOMM_27 Getting Results without Direct Authority Personal & Interpersonal Influencing skills Basic Online Self 01:00 Not Started
10 CLCOMM833 Planning Effective Business Meetings Personal & Interpersonal Meeting facilitation Basic Online Self 02:00 Completed
Page 1 of 3
View 1 - 10 of 30
Upcoming Sessions
Session | Course Code | Course Title | Date Time | Country | Training Location | Hours | Seats Available | Action
1 SCA - Advanced PROF4020 Advanced presentation skills Apr 02, 2014 02:0 Taiwan TAIPEI, TAI-4, REDLEA 08:00 5 Request Registration
2 Advanced Excel - PROF4016 Advanced Excel Apr 02, 2014 04:0 Global Virtual Virtual Class 04:00 2 Request Registration
3 PCR - Advanced E PROF4016 Advanced Excel Apr 02, 2014 07:0 Canada 04:00 5 Request Registration
4 PCR - Advanced p PROF4020 Advanced presentation skills Apr 03, 2014 05:0 Canada 08:00 5 Request Registration
5 Advanced Excel - PROF4016 Advanced Excel Apr 04, 2014 09:0 United States AUSTIN, TX,PS2-1,CET 04:00 29
6 Advanced Excel - PROF4016 Advanced Excel Apr 16, 2014 13:0 United States AUSTIN, TX,PS3-1,BEE 04:00 30 Request Registration

**Figure 40: My Learning**

## 6.1. Core Courses

The first option is 'Core Courses'. This option will open the main page which have the ILP Summary, Core Course details and the Upcoming sessions.

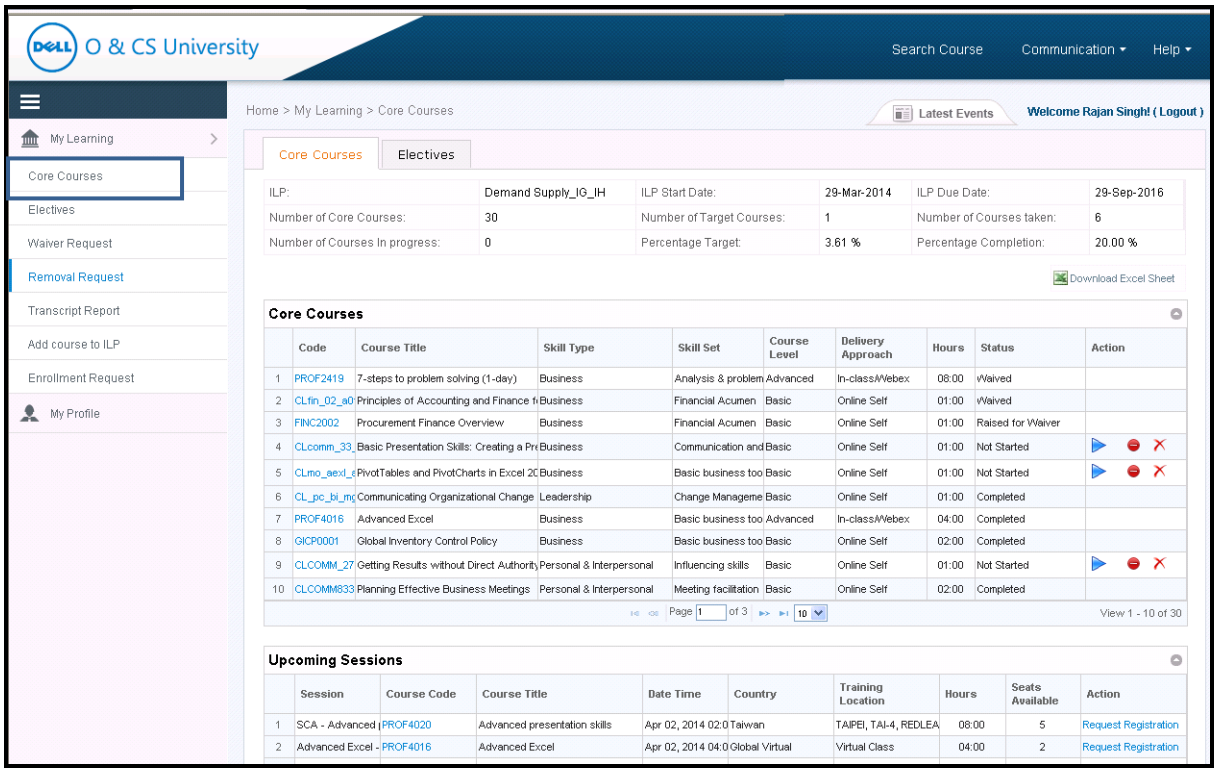

O & CS University
Search Course
Communication
Help
Home > My Learning > Core Courses
Latest Events
Welcome Rajan Singh! ( Logout )
My Learning
Core Courses
Electives
Waiver Request
Removal Request
Transcript Report
Add course to ILP
Enrollment Request
My Profile
Core Courses
Electives
ILP: Demand Supply_IG_IH
ILP Start Date: 29-Mar-2014
ILP Due Date: 29-Sep-2016
Number of Core Courses: 30
Number of Target Courses: 1
Number of Courses taken: 6
Number of Courses In progress: 0
Percentage Target: 3.61 %
Percentage Completion: 20.00 %
Download Excel Sheet
Core Courses
Code | Course Title | Skill Type | Skill Set | Course Level | Delivery Approach | Hours | Status | Action
1 PROF2419 7-steps to problem solving (1-day) Business Analysis & problem Advanced In-class/Webex 08:00 Waived
2 CLfin_02_a0 Principles of Accounting and Finance f Business Financial Acumen Basic Online Self 01:00 Waived
3 FINC2002 Procurement Finance Overview Business Financial Acumen Basic Online Self 01:00 Raised for Waiver
4 CLcomm_33_ Basic Presentation Skills: Creating a Pre Business Communication and Basic Online Self 01:00 Not Started
5 CLmo_aexl_e PivotTables and PivotCharts in Excel 20 Business Basic business too Basic Online Self 01:00 Not Started
6 CL_pc_bi_mg Communicating Organizational Change Leadership Change Manageme Basic Online Self 01:00 Completed
7 PROF4016 Advanced Excel Business Basic business too Advanced In-class/Webex 04:00 Completed
8 GICP0001 Global Inventory Control Policy Business Basic business too Basic Online Self 02:00 Completed
9 CLCOMM_27 Getting Results without Direct Authority Personal & Interpersonal Influencing skills Basic Online Self 01:00 Not Started
10 CLCOMM833 Planning Effective Business Meetings Personal & Interpersonal Meeting facilitation Basic Online Self 02:00 Completed
Page 1 of 3
View 1 - 10 of 30
Upcoming Sessions
Session | Course Code | Course Title | Date Time | Country | Training Location | Hours | Seats Available | Action
1 SCA - Advanced PROF4020 Advanced presentation skills Apr 02, 2014 02:0 Taiwan TAIPEI, TAI-4, REDLEA 08:00 5 Request Registration
2 Advanced Excel - PROF4016 Advanced Excel Apr 02, 2014 04:0 Global Virtual Virtual Class 04:00 2 Request Registration

**Figure 41: My Learning - Core Courses**

## 6.2. Electives

The 'Electives' option will take you to the Electives page. This will show all the courses which are mapped as Elective. You will not have the option to raise course waiver for elective courses.

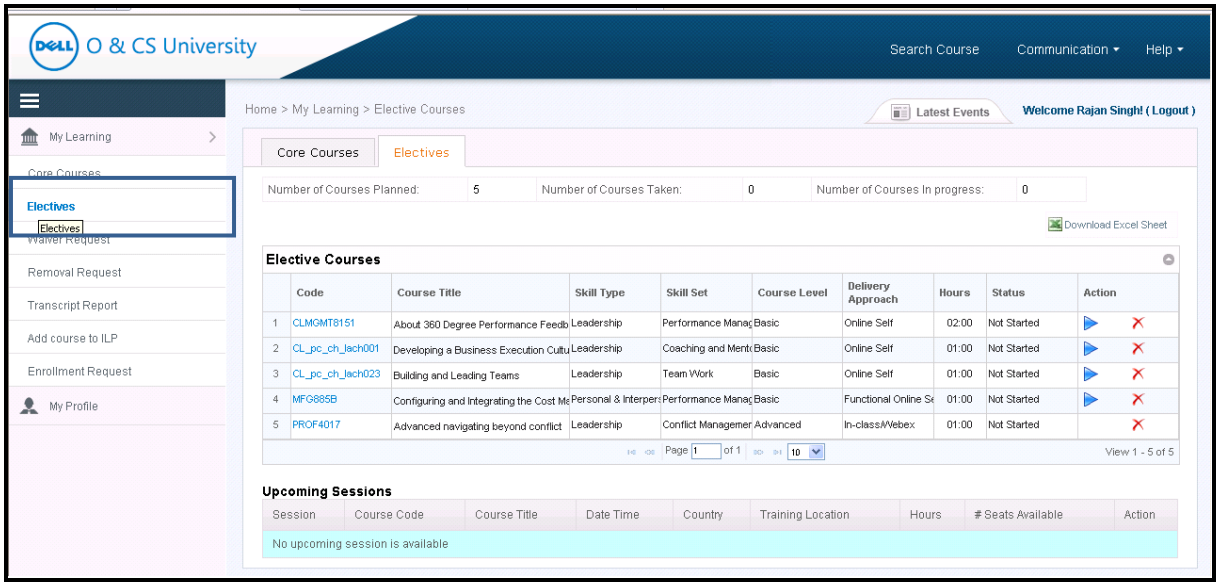



**Figure 42: Electives**

## 6.3. Waiver Request

The Waiver Request option will show all the waiver requests raised by you and its current statuses.

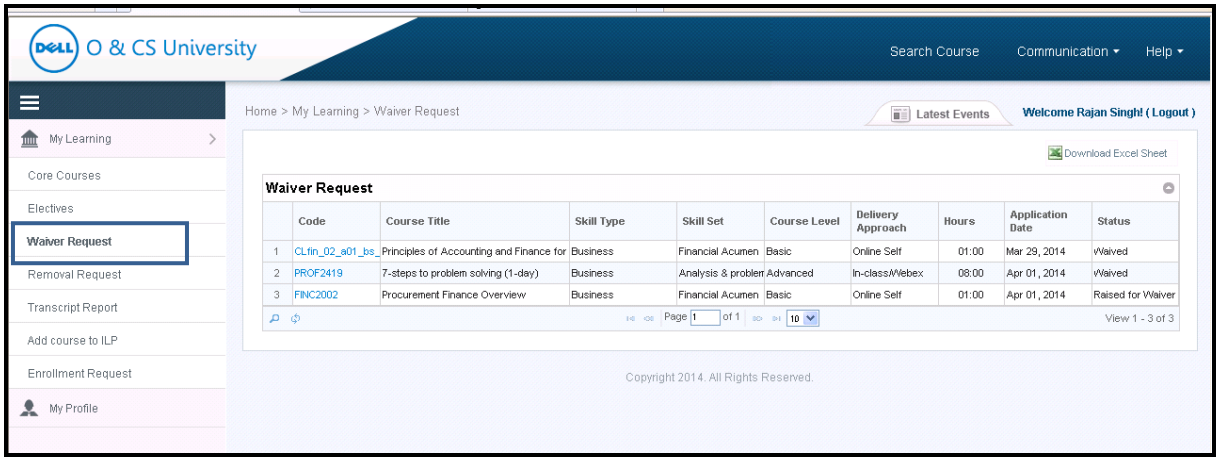

O & CS University
Search Course
Communication
Help
Home > My Learning > Waiver Request
Latest Events
Welcome Rajan Singh! ( Logout )
My Learning
Core Courses
Electives
Waiver Request
Removal Request
Transcript Report
Add course to ILP
Enrollment Request
My Profile
Download Excel Sheet
Waiver Request
Code
Course Title
Skill Type
Skill Set
Course Level
Delivery Approach
Hours
Application Date
Status
1 CLfin_02_a01_bs_ Principles of Accounting and Finance for Business Financial Acumen Basic Online Self 01:00 Mar 29, 2014 Waived
2 PROF2419 7-steps to problem solving (1-day) Business Analysis & problem Advanced In-class/Webex 08:00 Apr 01, 2014 Waived
3 FINC2002 Procurement Finance Overview Business Financial Acumen Basic Online Self 01:00 Apr 01, 2014 Raised for Waiver
Page 1 of 1
View 1 - 3 of 3
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**Figure 43: Waiver Request**

You can find manger approval or rejection comments on tool tip on request status.

## 6.4. Removal Request

The Removal Request option will show all the removal requests raised by you.

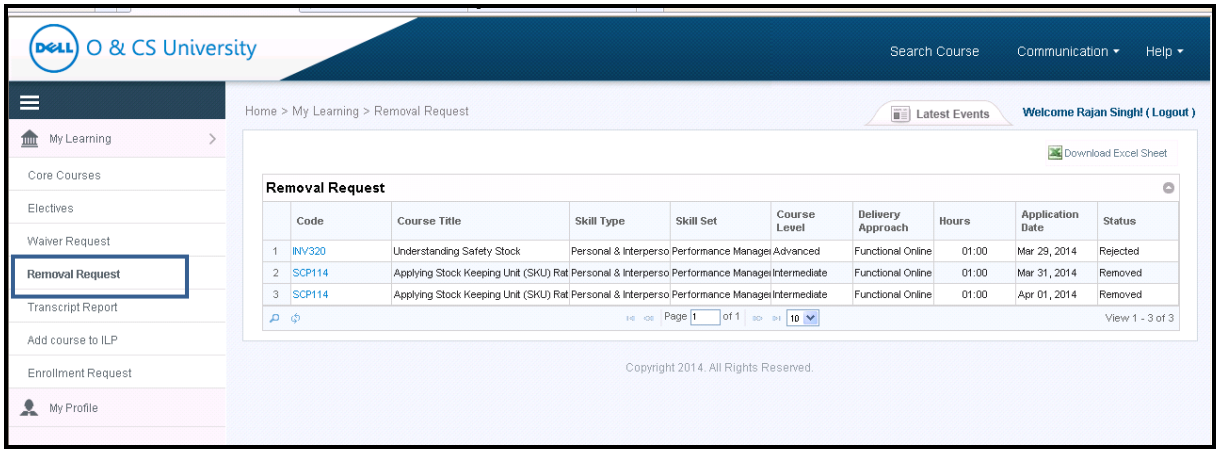
O & CS University
Search Course
Communication
Help
My Learning
Core Courses
Electives
Waiver Request
Removal Request
Transcript Report
Add course to ILP
Enrollment Request
My Profile
Home > My Learning > Removal Request
Latest Events
Welcome Rajan Singh! ( Logout )
Download Excel Sheet
Removal Request
Code
Course Title
Skill Type
Skill Set
Course Level
Delivery Approach
Hours
Application Date
Status
1 INV320 Understanding Safety Stock Personal & Interperso Performance Manage Advanced Functional Online 01:00 Mar 29, 2014 Rejected
2 SCP114 Applying Stock Keeping Unit (SKU) Rat Personal & Interperso Performance Manage Intermediate Functional Online 01:00 Mar 31, 2014 Removed
3 SCP114 Applying Stock Keeping Unit (SKU) Rat Personal & Interperso Performance Manage Intermediate Functional Online 01:00 Apr 01, 2014 Removed
Page 1 of 1
View 1 - 3 of 3
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**Figure 44: Removal Request**

You can find manger approval or rejection comments on tool tip on request status.

## 6.5. Transcript Report

The Transcript Report option will show a consolidated list of the completed courses – Core and Elective.

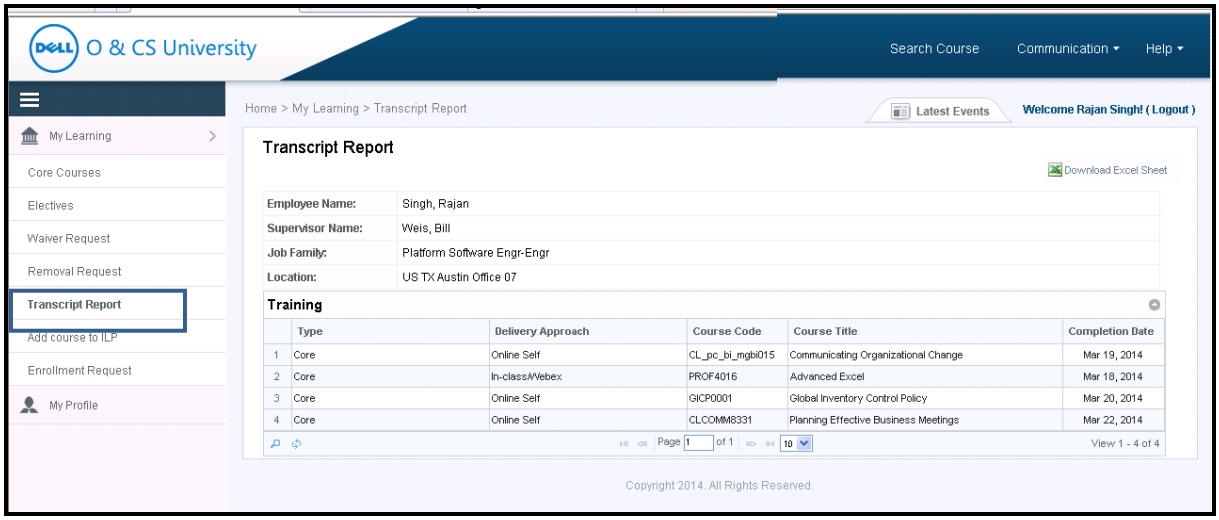
O & CS University
Search Course
Communication
Help
Home > My Learning > Transcript Report
Latest Events
Welcome Rajan Singh! ( Logout )
My Learning
Core Courses
Electives
Waiver Request
Removal Request
Transcript Report
Add course to ILP
Enrollment Request
My Profile
Transcript Report
Download Excel Sheet
Employee Name: Singh, Rajan
Supervisor Name: Weis, Bill
Job Family: Platform Software Engr-Engr
Location: US TX Austin Office 07
Training
Type | Delivery Approach | Course Code | Course Title | Completion Date
1 Core | Online Self | CL_pc_bi_mgbi015 | Communicating Organizational Change | Mar 19, 2014
2 Core | In-class/Webex | PROF4016 | Advanced Excel | Mar 18, 2014
3 Core | Online Self | GICP0001 | Global Inventory Control Policy | Mar 20, 2014
4 Core | Online Self | CLCOMM8331 | Planning Effective Business Meetings | Mar 22, 2014
Page 1 of 1
10
View 1 - 4 of 4
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**Figure 45: Transcript Report**

## 6.6. Add Course to ILP

Add course to ILP will open the Search Course page. Here you can search courses and add course to your ILP (Core or Elective).

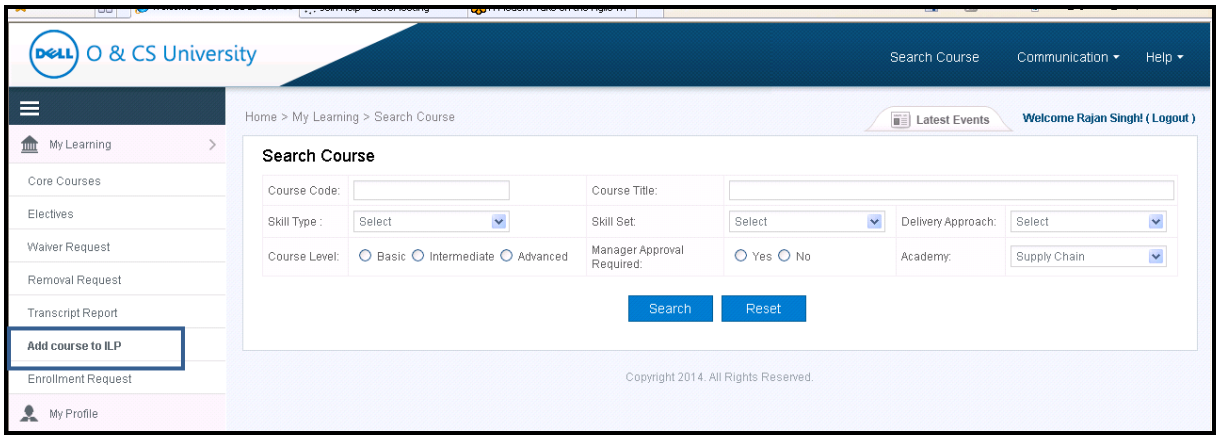



**Figure 46: Add Course to ILP**

## 6.7. Enrollement Reqeuest

The Enrollement Request option will show all the courses that you have added to your ILP

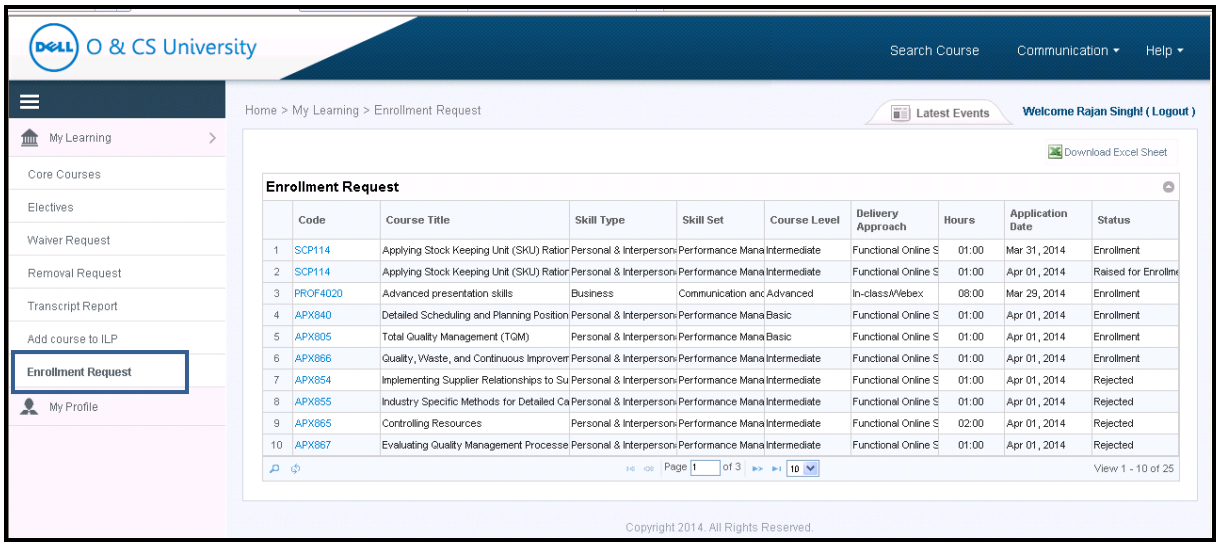



**Figure 47: Enrollement Request**

You can find manger approval or rejection comments on tool tip on request status.

# 7. My Profile

The 'My Profile' tab on the main allows you to view your profile and to change your password.

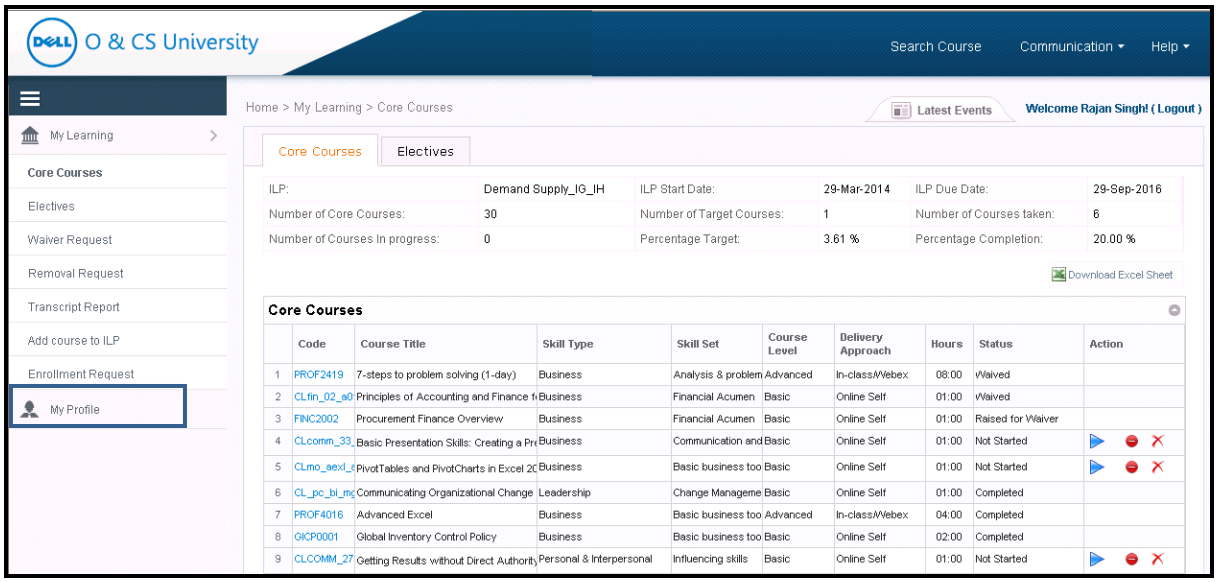

O & CS University
Search Course
Communication
Help
Home > My Learning > Core Courses
Latest Events
Welcome Rajan Singh! ( Logout )
My Learning
Core Courses
Electives
Waiver Request
Removal Request
Transcript Report
Add course to ILP
Enrollment Request
My Profile
Core Courses
Electives
ILP: Demand Supply_IG_IH
ILP Start Date: 29-Mar-2014
ILP Due Date: 29-Sep-2016
Number of Core Courses: 30
Number of Target Courses: 1
Number of Courses taken: 6
Number of Courses In progress: 0
Percentage Target: 3.61 %
Percentage Completion: 20.00 %
Download Excel Sheet
Core Courses
Code
Course Title
Skill Type
Skill Set
Course Level
Delivery Approach
Hours
Status
Action
1 PROF2419 7-steps to problem solving (1-day) Business Analysis & problem Advanced In-class/Webex 08:00 Waived
2 CLfin_02_a0 Principles of Accounting and Finance f Business Financial Acumen Basic Online Self 01:00 Waived
3 FINC2002 Procurement Finance Overview Business Financial Acumen Basic Online Self 01:00 Raised for Waiver
4 CLcomm_33 Basic Presentation Skills: Creating a Pre Business Communication and Basic Online Self 01:00 Not Started
5 CLmo_aexl_ PivotTables and PivotCharts in Excel 20 Business Basic business too Basic Online Self 01:00 Not Started
6 CL_pc_bi_m Communicating Organizational Change Leadership Change Manageme Basic Online Self 01:00 Completed
7 PROF4016 Advanced Excel Business Basic business too Advanced In-class/Webex 04:00 Completed
8 GICP0001 Global Inventory Control Policy Business Basic business too Basic Online Self 02:00 Completed
9 CLCOMM_27 Getting Results without Direct Authority Personal & Interpersonal Influencing skills Basic Online Self 01:00 Not Started

**Figure 48: My Profile**

On clicking this tab, you will be taken to the 'My Profile' page where you can view your profile details. This includes General Info, Other Details and Manager Details.

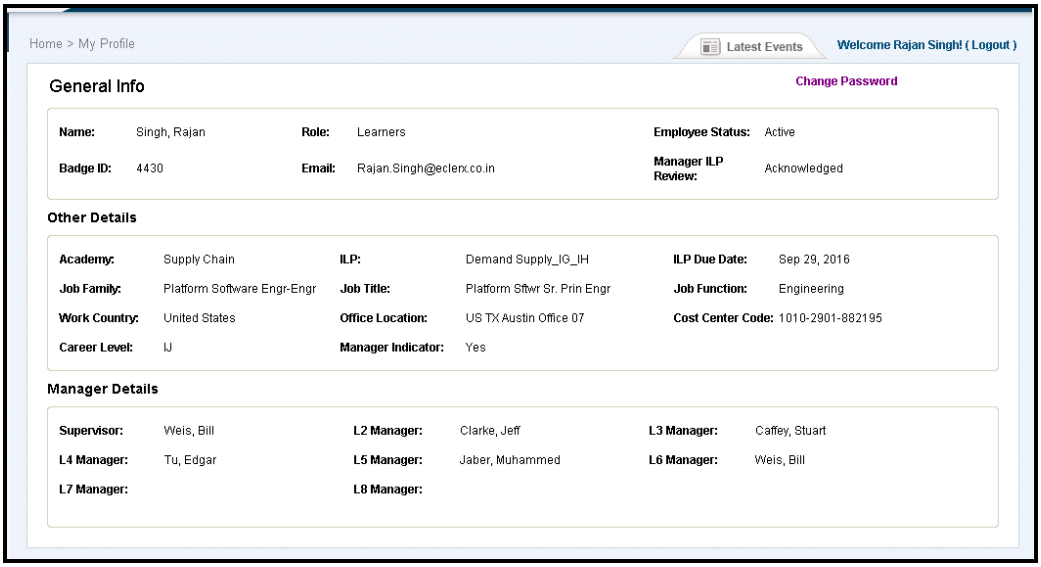



**Figure 49: My Profile Page**

## 7.1. Change Password

The My Profile page also has the 'Change Password' link.

**Figure 50: Change Password Option**

Click on it and you will be taken to the Change Password page. On this page, you need to enter a new password and confirm it.

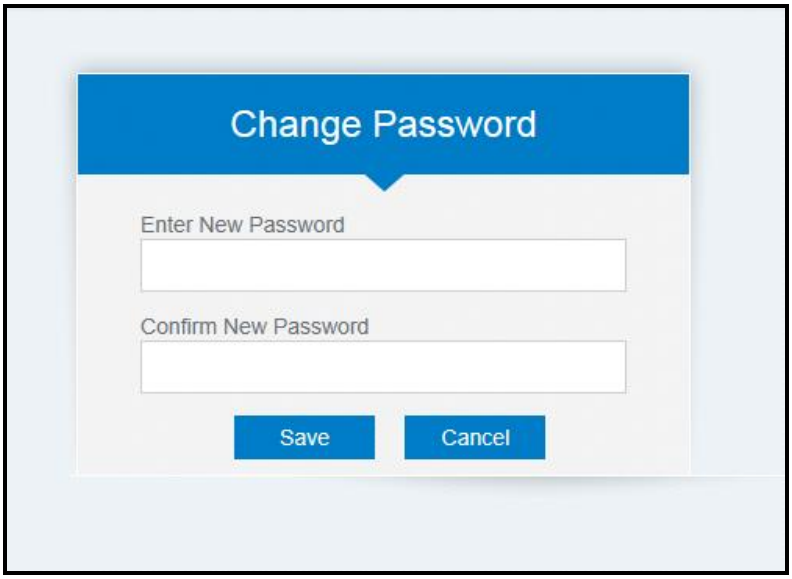
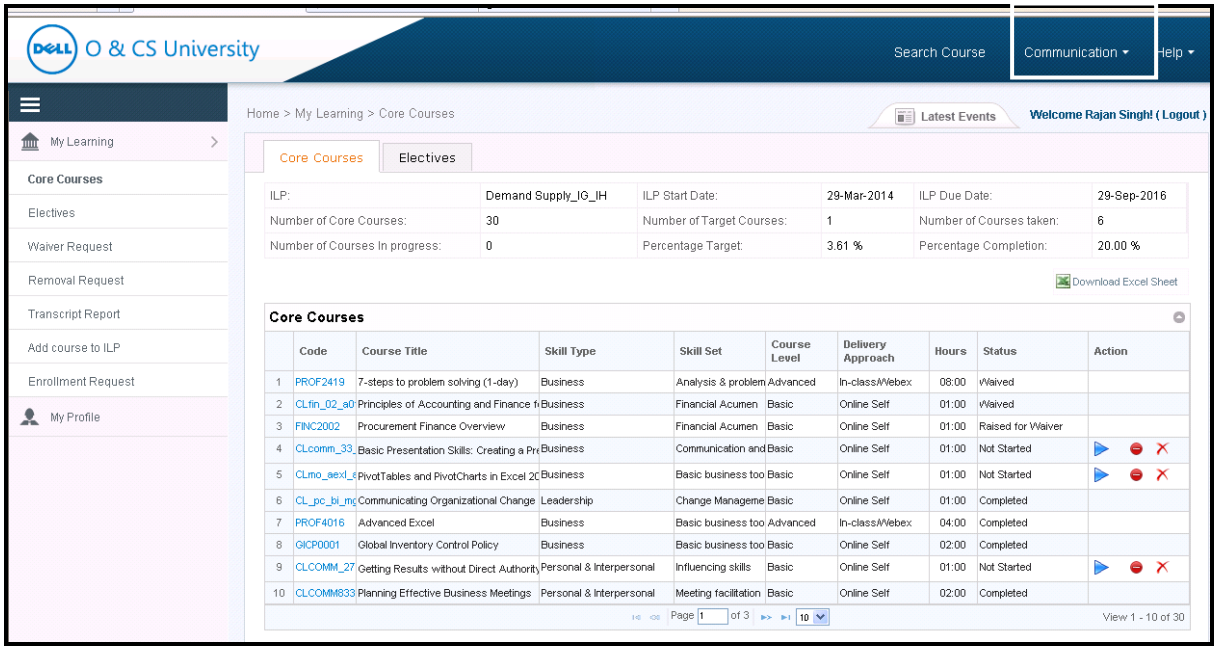



**Figure 51: Enter New Password**

A confirmation message will be displayed and your password will be changed.

## 8. Communication

The Communication tab on the main page (highlighted) displays important announcements, news and quick links.


O & CS University
Search Course
Communication
Help
Home > My Learning > Core Courses
Latest Events
Welcome Rajan Singh! ( Logout )
My Learning
Core Courses
Electives
Waiver Request
Removal Request
Transcript Report
Add course to ILP
Enrollment Request
My Profile
Core Courses
Electives
ILP: Demand Supply_IG_IH
ILP Start Date: 29-Mar-2014
ILP Due Date: 29-Sep-2016
Number of Core Courses: 30
Number of Target Courses: 1
Number of Courses taken: 6
Number of Courses In progress: 0
Percentage Target: 3.61 %
Percentage Completion: 20.00 %
Download Excel Sheet
Core Courses
Code
Course Title
Skill Type
Skill Set
Course Level
Delivery Approach
Hours
Status
Action
PROF2419 7-steps to problem solving (1-day) Business Analysis & problem Advanced In-class/Webex 08:00 Waived
FINC2002 Procurement Finance Overview Business Financial Acumen Basic Online Self 01:00 Raised for Waiver
PROF4016 Advanced Excel Business Basic business too Advanced In-class/Webex 04:00 Completed
GICP0001 Global Inventory Control Policy Business Basic business too Basic Online Self 02:00 Completed
CLCOMM_27 Getting Results without Direct Authority Personal & Interpersonal Influencing skills Basic Online Self 01:00 Not Started
CLCOMM833 Planning Effective Business Meetings Personal & Interpersonal Meeting facilitation Basic Online Self 02:00 Completed
Page 1 of 3
View 1 - 10 of 30

## 8.1. Announcements

The Announcement section displays important announcements. To view this page, click on 'Announcements' link under Communication. You will be guided to the 'Academy Announcements' page.

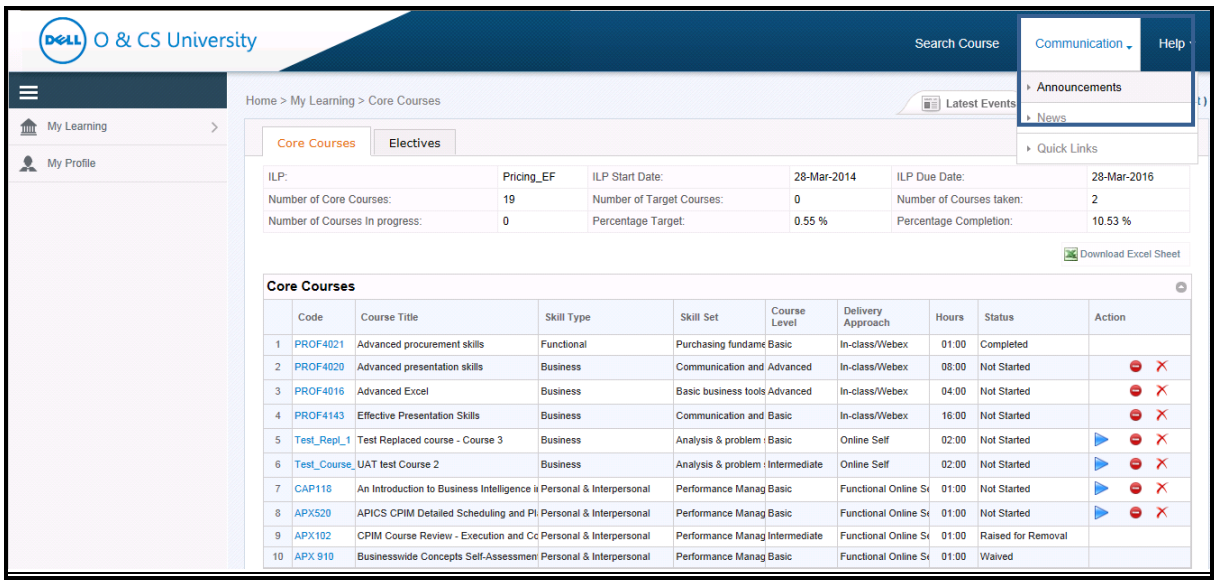

O & CS University
Search Course
Communication
Help
Announcements
News
Quick Links
My Learning
My Profile
Home > My Learning > Core Courses
Latest Events
Core Courses
Electives
ILP: Pricing_EF
ILP Start Date: 28-Mar-2014
ILP Due Date: 28-Mar-2016
Number of Core Courses: 19
Number of Target Courses: 0
Number of Courses taken: 2
Number of Courses In progress: 0
Percentage Target: 0.55 %
Percentage Completion: 10.53 %
Download Excel Sheet
Core Courses
Code
Course Title
Skill Type
Skill Set
Course Level
Delivery Approach
Hours
Status
Action
1 PROF4021 Advanced procurement skills Functional Purchasing fundame Basic In-class/Webex 01:00 Completed
2 PROF4020 Advanced presentation skills Business Communication and Advanced In-class/Webex 08:00 Not Started
3 PROF4016 Advanced Excel Business Basic business tools Advanced In-class/Webex 04:00 Not Started
4 PROF4143 Effective Presentation Skills Business Communication and Basic In-class/Webex 16:00 Not Started
5 Test_Repl_1 Test Replaced course - Course 3 Business Analysis & problem Basic Online Self 02:00 Not Started
6 Test_Course_ UAT test Course 2 Business Analysis & problem Intermediate Online Self 02:00 Not Started
7 CAP118 An Introduction to Business Intelligence i Personal & Interpersonal Performance Manag Basic Functional Online Sc 01:00 Not Started
8 APX520 APICS CPIM Detailed Scheduling and Pl Personal & Interpersonal Performance Manag Basic Functional Online Sc 01:00 Not Started
9 APX102 CPIM Course Review - Execution and Co Personal & Interpersonal Performance Manag Intermediate Functional Online Sc 01:00 Raised for Removal
10 APX 910 Businesswide Concepts Self-Assessmen Personal & Interpersonal Performance Manag Basic Functional Online Sc 01:00 Waived

**Figure 52: Announcements**

The 'Academy Announcements' page displays the latest announcements specific to the selected academy.

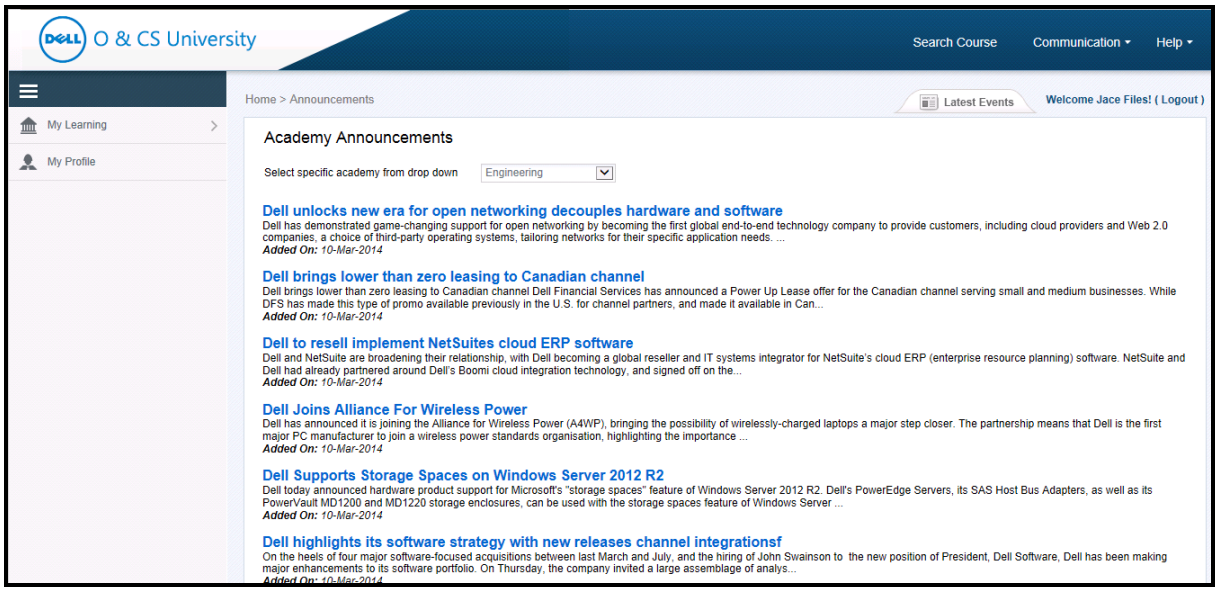
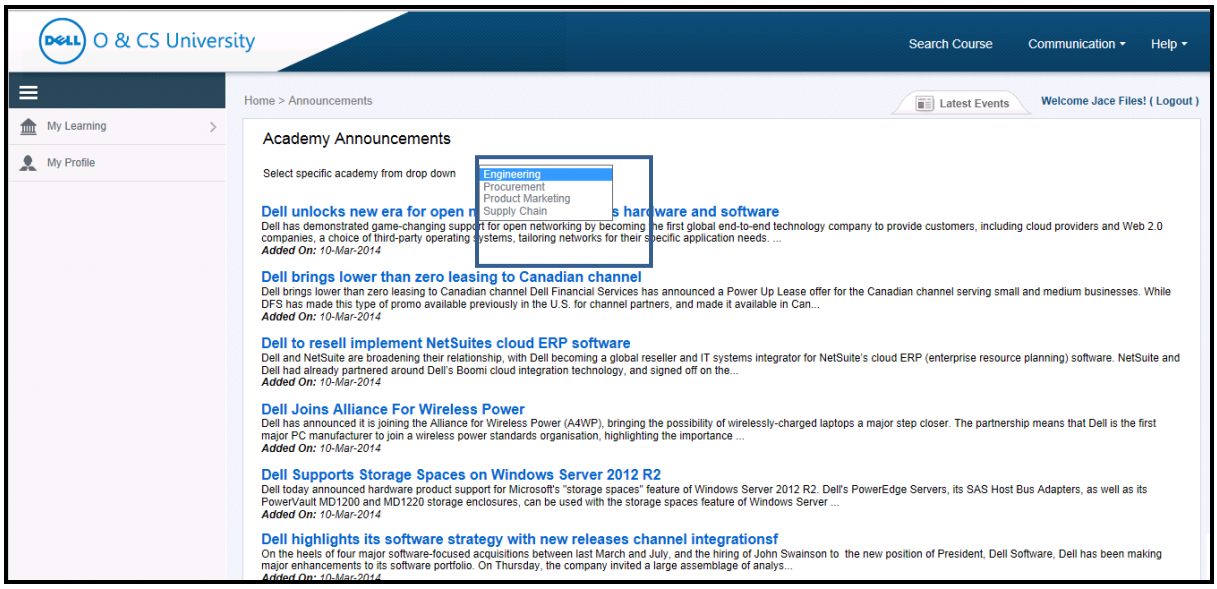

O & CS University
Search Course
Communication
Help
My Learning
My Profile
Home > Announcements
Latest Events
Welcome Jace Files! ( Logout )
Academy Announcements
Select specific academy from drop down
Engineering
Dell unlocks new era for open networking decouples hardware and software
Dell has demonstrated game-changing support for open networking by becoming the first global end-to-end technology company to provide customers, including cloud providers and Web 2.0 companies, a choice of third-party operating systems, tailoring networks for their specific application needs. ...
Added On: 10-Mar-2014
Dell brings lower than zero leasing to Canadian channel
Dell brings lower than zero leasing to Canadian channel Dell Financial Services has announced a Power Up Lease offer for the Canadian channel serving small and medium businesses. While DFS has made this type of promo available previously in the U.S. for channel partners, and made it available in Can...
Added On: 10-Mar-2014
Dell to resell implement NetSuites cloud ERP software
Dell and NetSuite are broadening their relationship, with Dell becoming a global reseller and IT systems integrator for NetSuite's cloud ERP (enterprise resource planning) software. NetSuite and Dell had already partnered around Dell's Boomi cloud integration technology, and signed off on the...
Added On: 10-Mar-2014
Dell Joins Alliance For Wireless Power
Dell has announced it is joining the Alliance for Wireless Power (A4WP), bringing the possibility of wirelessly-charged laptops a major step closer. The partnership means that Dell is the first major PC manufacturer to join a wireless power standards organisation, highlighting the importance ...
Added On: 10-Mar-2014
Dell Supports Storage Spaces on Windows Server 2012 R2
Dell today announced hardware product support for Microsoft's "storage spaces" feature of Windows Server 2012 R2. Dell's PowerEdge Servers, its SAS Host Bus Adapters, as well as its PowerVault MD1200 and MD1220 storage enclosures, can be used with the storage spaces feature of Windows Server ...
Added On: 10-Mar-2014
Dell highlights its software strategy with new releases channel integrationsf
On the heels of four major software-focused acquisitions between last March and July, and the hiring of John Swainson to the new position of President, Dell Software, Dell has been making major enhancements to its software portfolio. On Thursday, the company invited a large assemblage of analys...
Added On: 10-Mar-2014

**Figure 53: Academy Announcement Page**

You can filter the announcements by selecting any Academy from the highlighted dropdown.


O & CS University
Search Course
Communication
Help
My Learning
My Profile
Home > Announcements
Latest Events
Welcome Jace Files! ( Logout )
Academy Announcements
Select specific academy from drop down
Engineering
Procurement
Product Marketing
Supply Chain
Dell unlocks new era for open networking decouples hardware and software
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Added On: 10-Mar-2014
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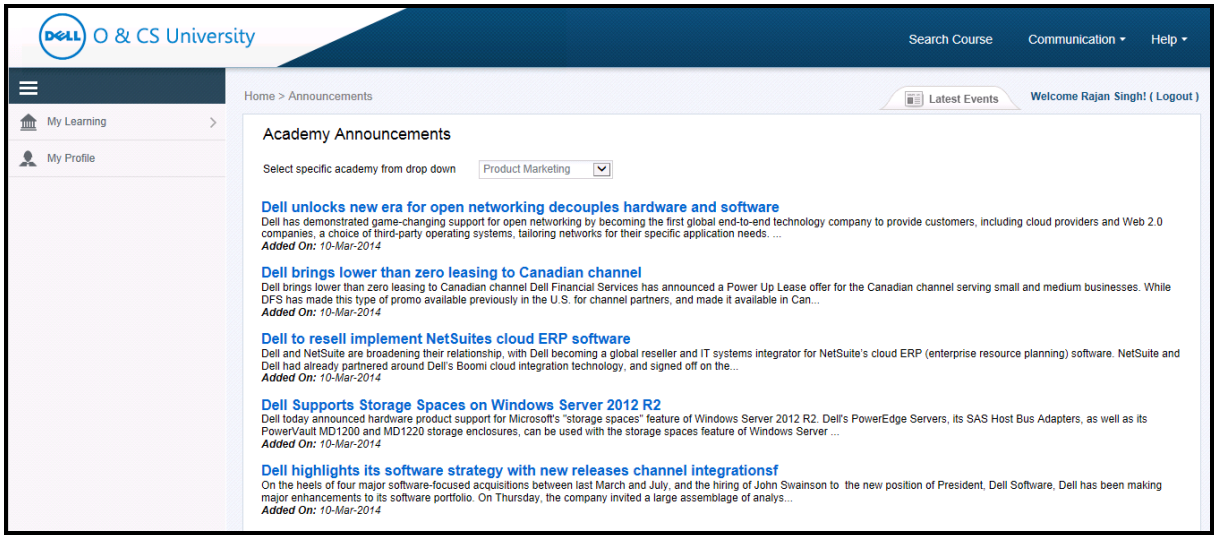
Added On: 10-Mar-2014

**Figure 54: Select Academy**

On selecting the desired academy, you will be directed to the particular academy's announcements page.


O & CS University
Search Course
Communication
Help
My Learning
My Profile
Home > Announcements
Latest Events
Welcome Rajan Singh! ( Logout )
Academy Announcements
Select specific academy from drop down
Product Marketing
Dell unlocks new era for open networking decouples hardware and software
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Added On: 10-Mar-2014

Click on a particular announcement to see the complete announcement details.

O & CS University
Search Course
Communication
Help
My Learning
My Profile
Home > Announcements > Announcement Details
Latest Events
Welcome Jace Files! ( Logout )
Dell unlocks new era for open networking decouples hardware and software
Dell has demonstrated game-changing support for open networking by becoming the first global end-to-end technology company to provide customers, including cloud providers and Web 2.0 companies, a choice of third-party operating systems, tailoring networks for their specific application needs.
In this effort, Dell announced a reseller agreement with Cumulus Networks – maker of the first Linux operating system for bare-metal networking devices – to support a new disaggregated networking model for its fixed-configuration switches.
New era for open networking – disaggregated networking model
Dell's vision of the new data centre networking model is an open ecosystem in which customers can choose among various industry-standard networking gear, network applications and network operating systems to meet their business needs.
"For the past 20 years, data centre networks were a three-tier proprietary hierarchy built for pre-virtualised, client-server implementations using
Added On: 10-Mar-2014
Copyright 2014. All Rights Reserved.

## 8.2. News

To view important news updates, click on 'News' link under Communication. You will be guided to the 'Academy News' page.

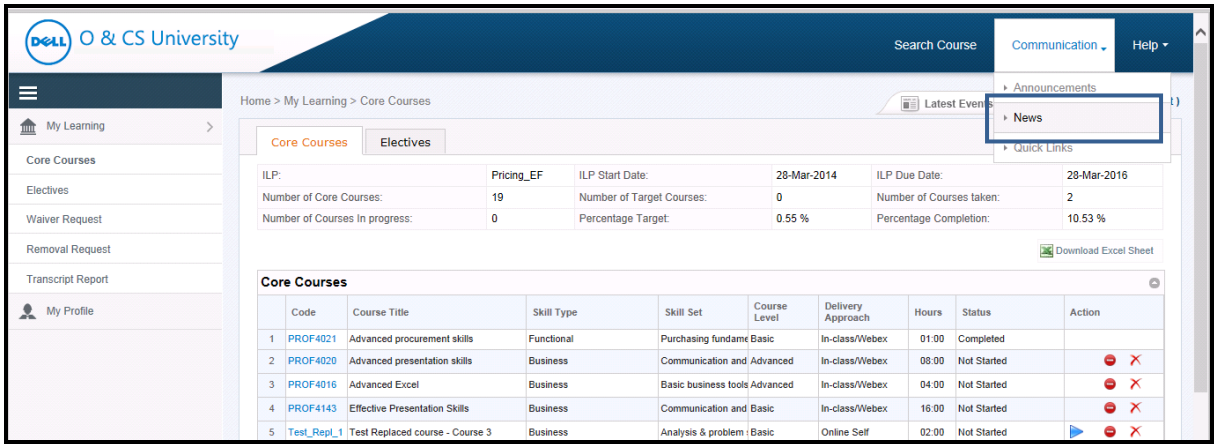
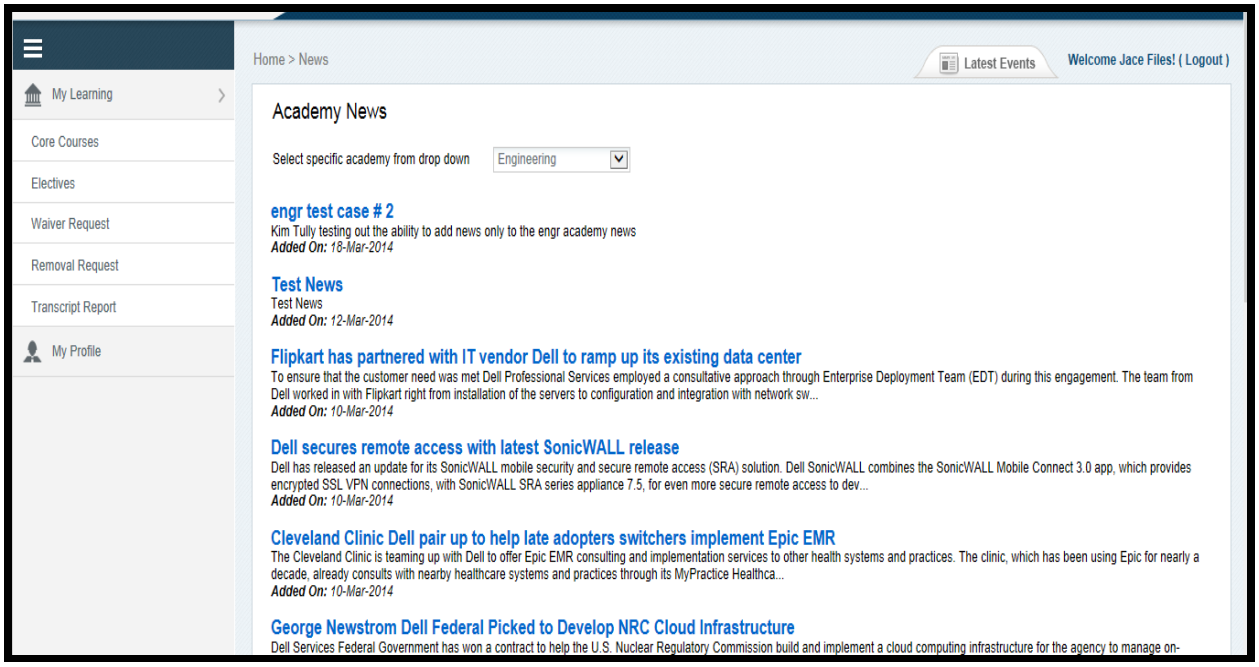
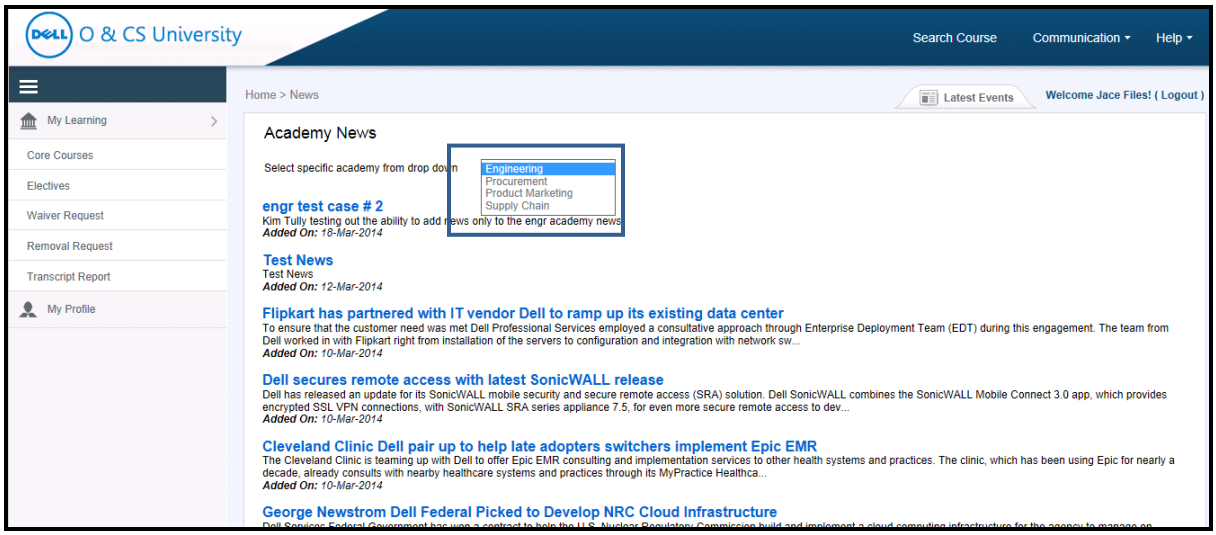



**Figure 55: News**

The Academy News page displays latest news.


Home > News
Latest Events
Welcome Jace Files! ( Logout )
My Learning
Core Courses
Electives
Waiver Request
Removal Request
Transcript Report
My Profile
Academy News
Select specific academy from drop down
Engineering
engr test case # 2
Kim Tully testing out the ability to add news only to the engr academy news
Added On: 18-Mar-2014
Test News
Test News
Added On: 12-Mar-2014
Flipkart has partnered with IT vendor Dell to ramp up its existing data center
To ensure that the customer need was met Dell Professional Services employed a consultative approach through Enterprise Deployment Team (EDT) during this engagement. The team from Dell worked in with Flipkart right from installation of the servers to configuration and integration with network sw...
Added On: 10-Mar-2014
Dell secures remote access with latest SonicWALL release
Dell has released an update for its SonicWALL mobile security and secure remote access (SRA) solution. Dell SonicWALL combines the SonicWALL Mobile Connect 3.0 app, which provides encrypted SSL VPN connections, with SonicWALL SRA series appliance 7.5, for even more secure remote access to dev...
Added On: 10-Mar-2014
Cleveland Clinic Dell pair up to help late adopters switchers implement Epic EMR
The Cleveland Clinic is teaming up with Dell to offer Epic EMR consulting and implementation services to other health systems and practices. The clinic, which has been using Epic for nearly a decade, already consults with nearby healthcare systems and practices through its MyPractice Healthca...
Added On: 10-Mar-2014
George Newstrom Dell Federal Picked to Develop NRC Cloud Infrastructure
Dell Services Federal Government has won a contract to help the U.S. Nuclear Regulatory Commission build and implement a cloud computing infrastructure for the agency to manage on-

You can filter the news by selecting any Academy from the highlighted dropdown.


O & CS University
Search Course
Communication
Help
Home > News
Latest Events
Welcome Jace Files! ( Logout )
My Learning
Core Courses
Electives
Waiver Request
Removal Request
Transcript Report
My Profile
Academy News
Select specific academy from drop down
Engineering
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Product Marketing
Supply Chain
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Test News
Test News
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Added On: 10-Mar-2014
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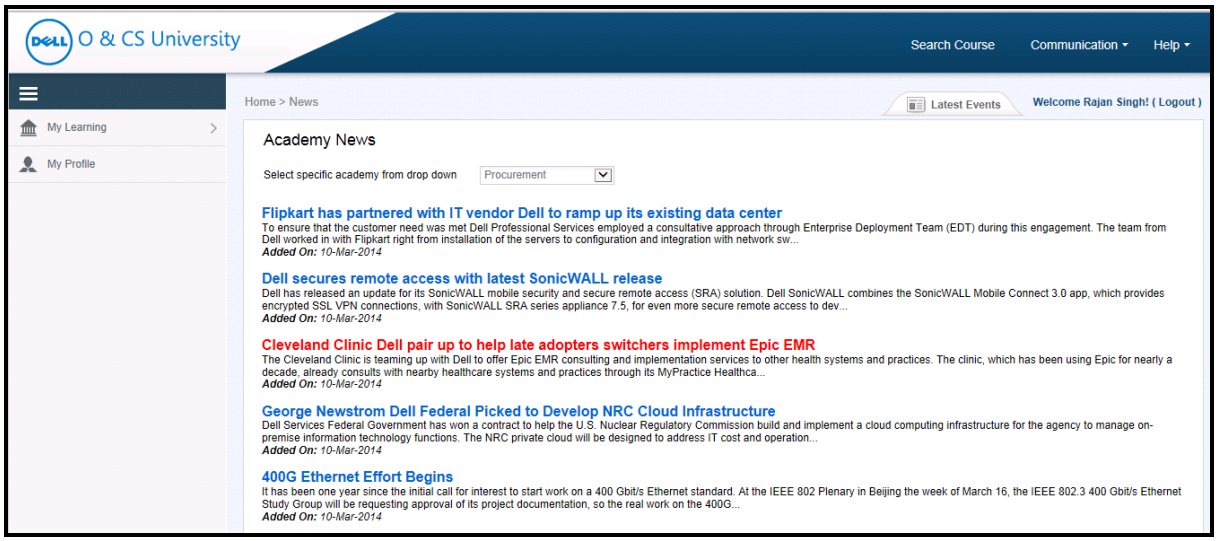
Added On: 10-Mar-2014
George Newstrom Dell Federal Picked to Develop NRC Cloud Infrastructure

**Figure 56: Select Academy**

On selecting the desired academy, you will be directed to the particular academy's news page.


O & CS University
Search Course
Communication
Help
Home > News
Latest Events
Welcome Rajan Singh! ( Logout )
My Learning
My Profile
Academy News
Select specific academy from drop down
Procurement
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Added On: 10-Mar-2014
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Dell has released an update for its SonicWALL mobile security and secure remote access (SRA) solution. Dell SonicWALL combines the SonicWALL Mobile Connect 3.0 app, which provides encrypted SSL VPN connections, with SonicWALL SRA series appliance 7.5, for even more secure remote access to dev...
Added On: 10-Mar-2014
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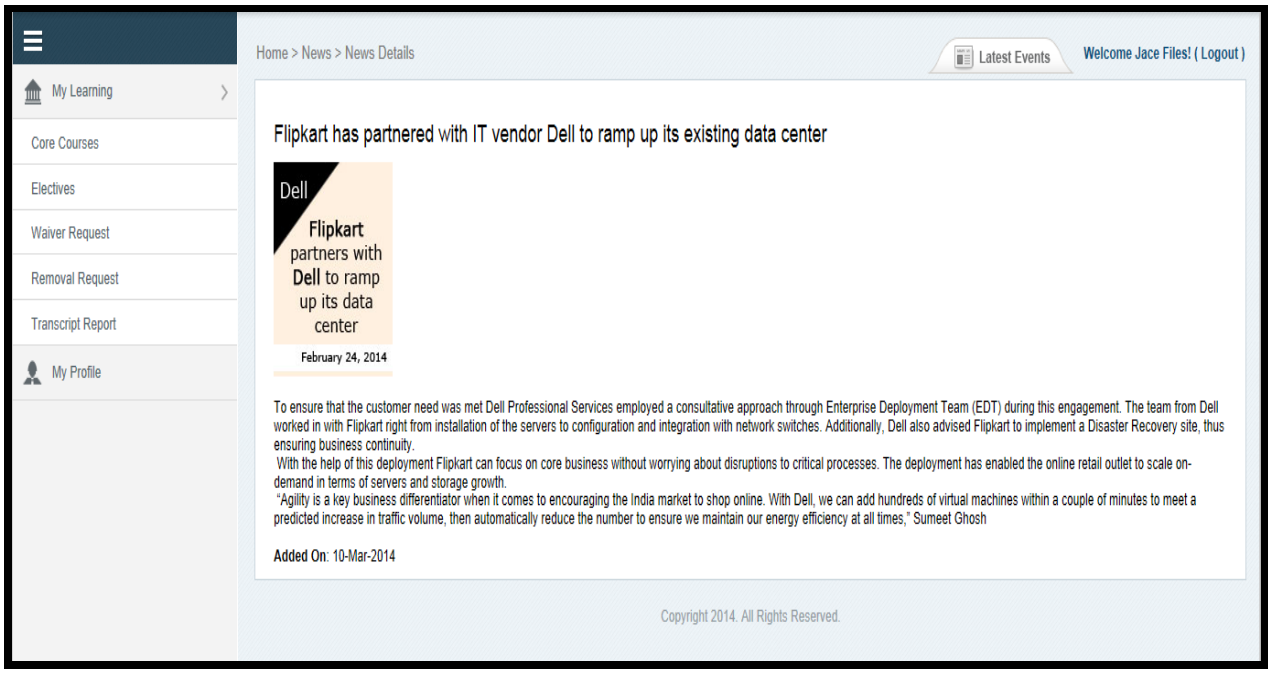
Added On: 10-Mar-2014
George Newstrom Dell Federal Picked to Develop NRC Cloud Infrastructure
Dell Services Federal Government has won a contract to help the U.S. Nuclear Regulatory Commission build and implement a cloud computing infrastructure for the agency to manage on-premise information technology functions. The NRC private cloud will be designed to address IT cost and operation...
Added On: 10-Mar-2014
400G Ethernet Effort Begins
It has been one year since the initial call for interest to start work on a 400 Gbit/s Ethernet standard. At the IEEE 802 Plenary in Beijing the week of March 16, the IEEE 802.3 400 Gbit/s Ethernet Study Group will be requesting approval of its project documentation, so the real work on the 400G...
Added On: 10-Mar-2014

Click on a particular news title  to see the complete news details.


My Learning
Core Courses
Electives
Waiver Request
Removal Request
Transcript Report
My Profile
Home > News > News Details
Latest Events
Welcome Jace Files! ( Logout )
Flipkart has partnered with IT vendor Dell to ramp up its existing data center
Dell
Flipkart partners with Dell to ramp up its data center
February 24, 2014
To ensure that the customer need was met Dell Professional Services employed a consultative approach through Enterprise Deployment Team (EDT) during this engagement. The team from Dell worked in with Flipkart right from installation of the servers to configuration and integration with network switches. Additionally, Dell also advised Flipkart to implement a Disaster Recovery site, thus ensuring business continuity.
With the help of this deployment Flipkart can focus on core business without worrying about disruptions to critical processes. The deployment has enabled the online retail outlet to scale on-demand in terms of servers and storage growth.
"Agility is a key business differentiator when it comes to encouraging the India market to shop online. With Dell, we can add hundreds of virtual machines within a couple of minutes to meet a predicted increase in traffic volume, then automatically reduce the number to ensure we maintain our energy efficiency at all times," Sumeet Ghosh
Added On: 10-Mar-2014
Copyright 2014. All Rights Reserved.

## 8.3. Quick Links

To view important quick links, click on 'Quick Links' link under Communication. You will be guided to the 'Quick Links' page.

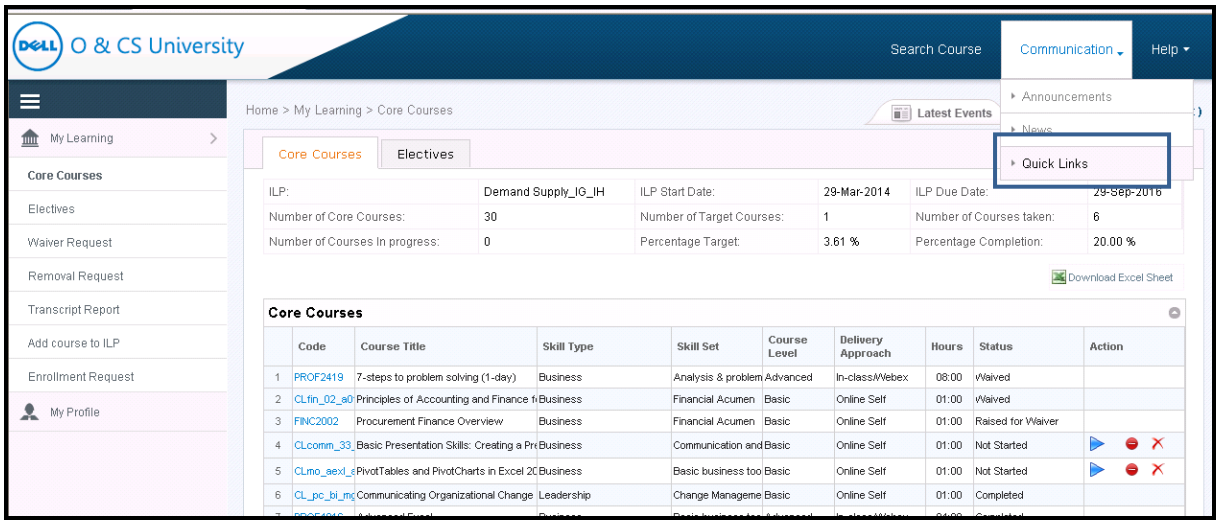



**Figure 57: Quick Links**

The Quick Links page displays quick links mapped to your Academy.

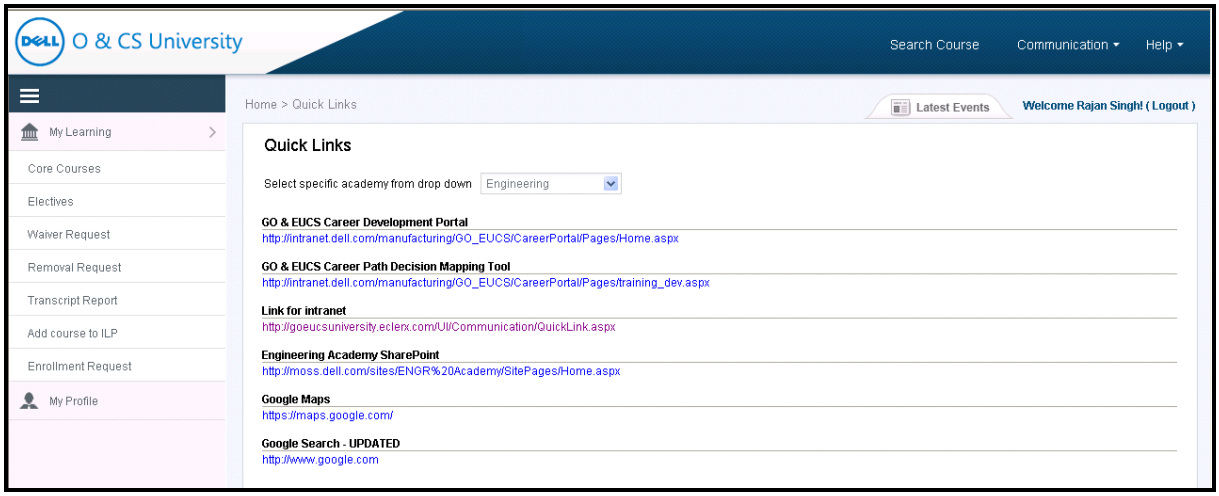
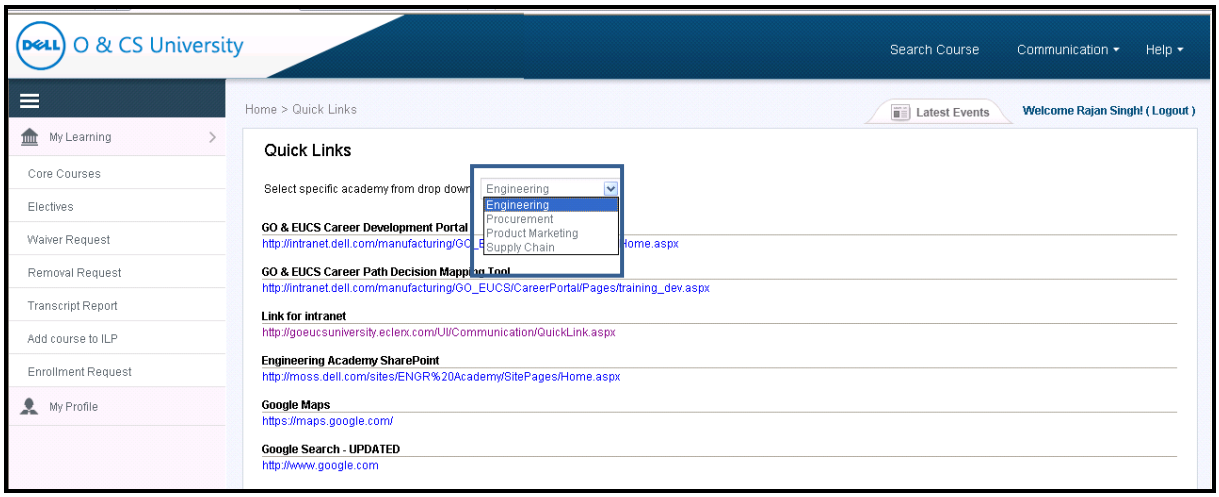
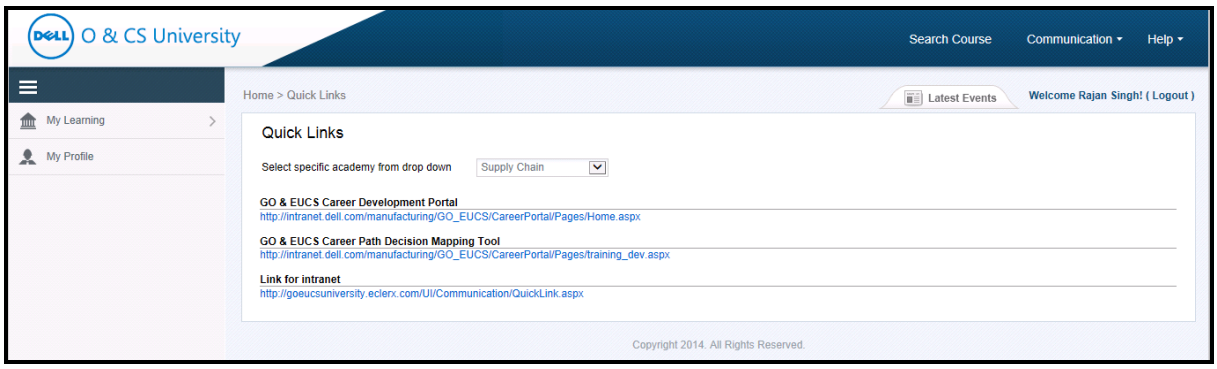



**Figure 58: Quick Links Page**

You can filter the quick links by selecting any Academy from the highlighted dropdown.




On selecting the desired academy, you will be directed to the particular academy's quick links page.




Click on a particular quick link to open in a separate window.

# 9. Help

The Help tab is on the main page.

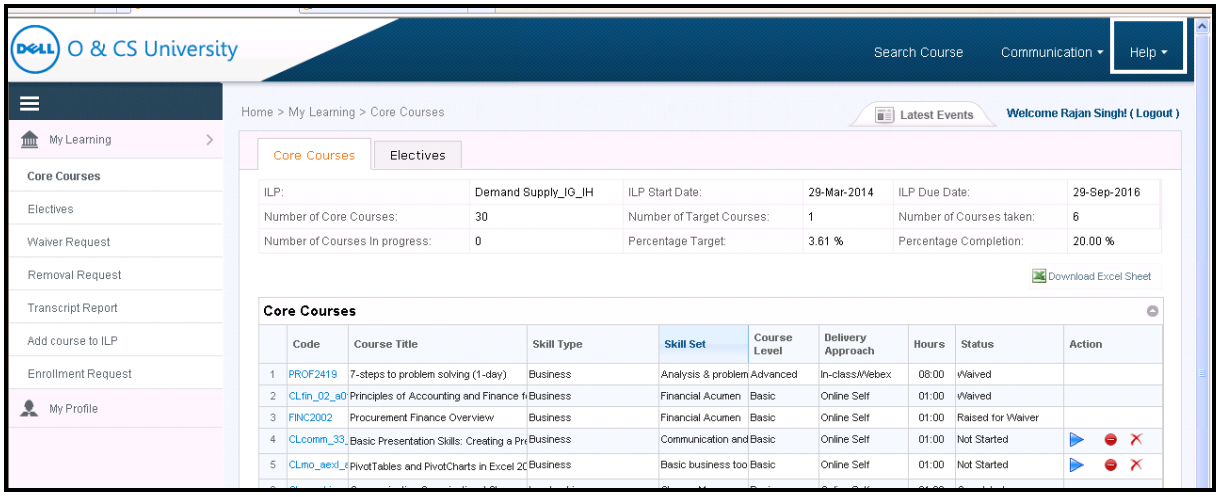



**Figure 59: Help Tab**

There are two tabs under Help - FAQ and User Guide.

## 9.1. FAQ

The FAQ link under Help takes you to the 'Frequently Asked Questions' page.

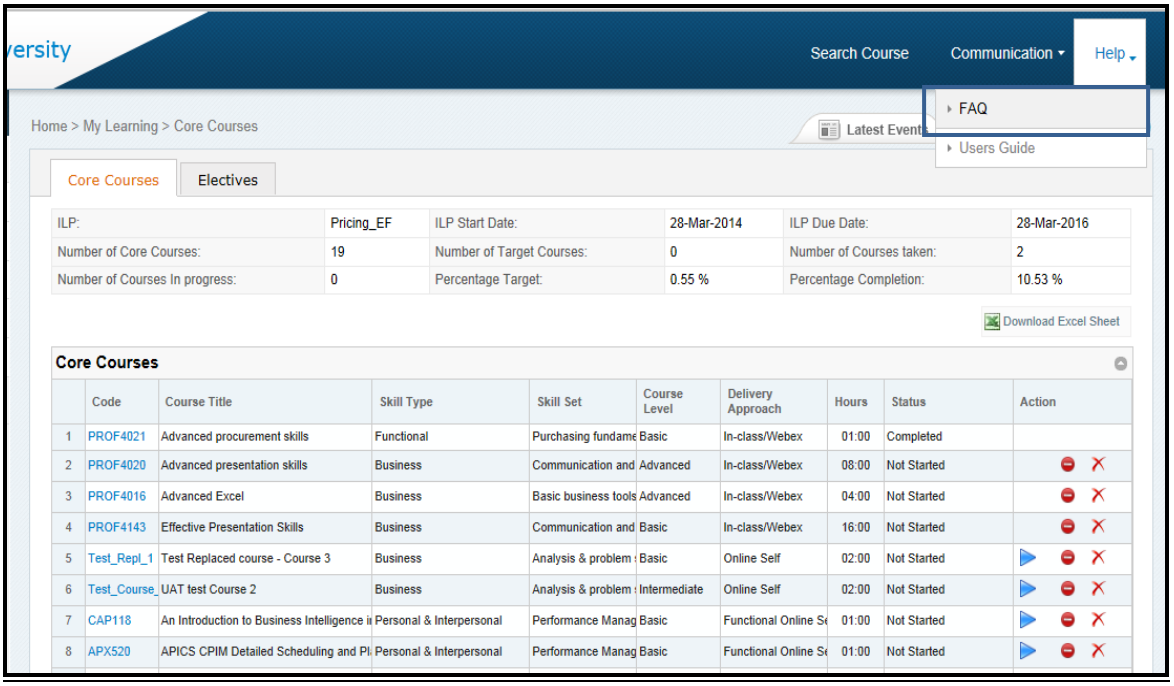

Search Course
Communication
Help
FAQ
Users Guide
Home > My Learning > Core Courses
Core Courses
Electives
ILP: Pricing_EF
ILP Start Date: 28-Mar-2014
ILP Due Date: 28-Mar-2016
Number of Core Courses: 19
Number of Target Courses: 0
Number of Courses taken: 2
Number of Courses In progress: 0
Percentage Target: 0.55 %
Percentage Completion: 10.53 %
Download Excel Sheet
Core Courses
Code
Course Title
Skill Type
Skill Set
Course Level
Delivery Approach
Hours
Status
Action
1 PROF4021 Advanced procurement skills Functional Purchasing fundame Basic In-class/Webex 01:00 Completed
2 PROF4020 Advanced presentation skills Business Communication and Advanced In-class/Webex 08:00 Not Started
3 PROF4016 Advanced Excel Business Basic business tools Advanced In-class/Webex 04:00 Not Started
4 PROF4143 Effective Presentation Skills Business Communication and Basic In-class/Webex 16:00 Not Started
5 Test_Repl_1 Test Replaced course - Course 3 Business Analysis & problem Basic Online Self 02:00 Not Started
6 Test_Course_ UAT test Course 2 Business Analysis & problem Intermediate Online Self 02:00 Not Started
7 CAP118 An Introduction to Business Intelligence Personal & Interpersonal Performance Manag Basic Functional Online 01:00 Not Started
8 APX520 APICS CPIM Detailed Scheduling and Pl Personal & Interpersonal Performance Manag Basic Functional Online 01:00 Not Started

**Figure 60: FAQ**

The Frequently Asked Questions page lists the different questions that one may have along with their answers for quick reference.

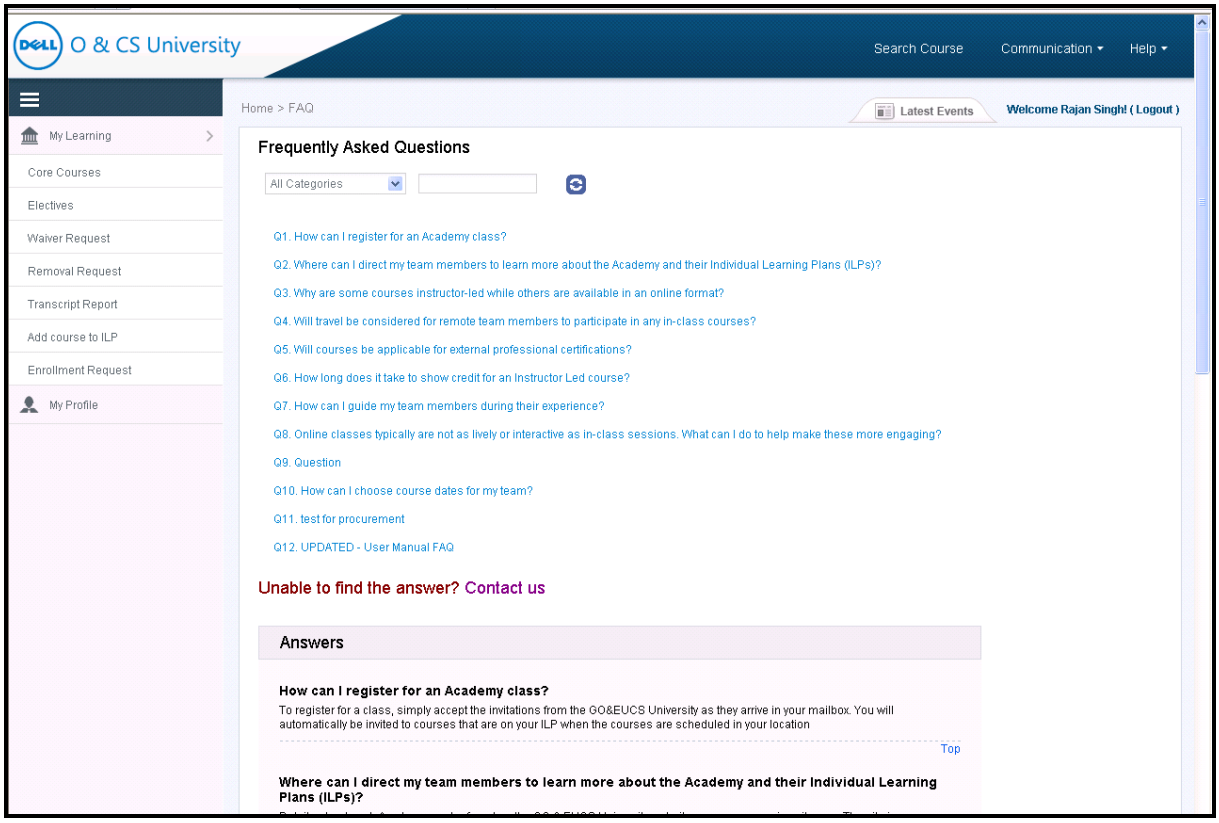
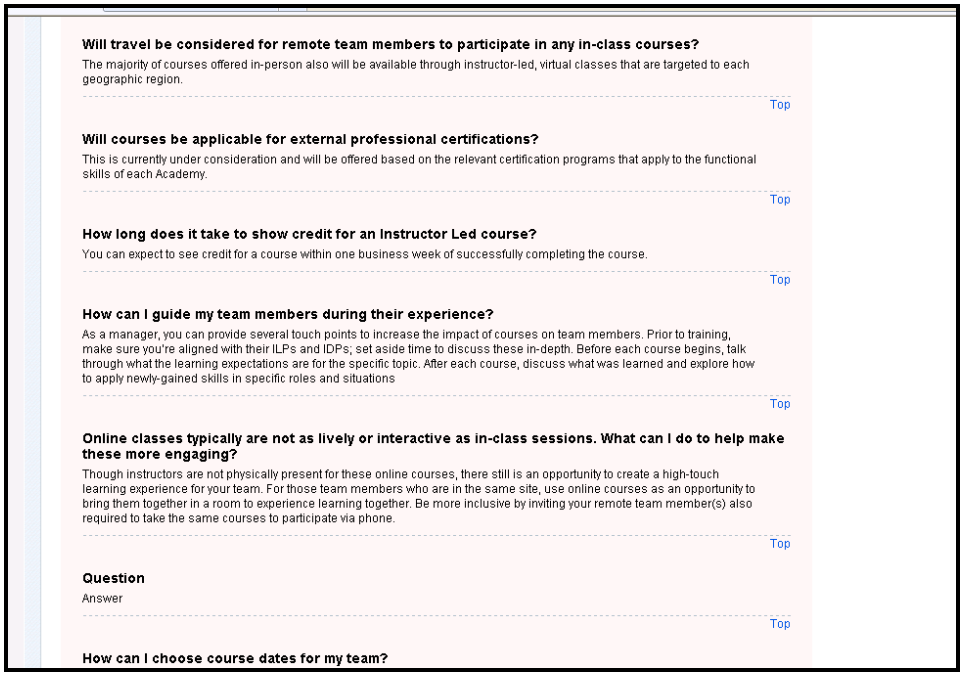
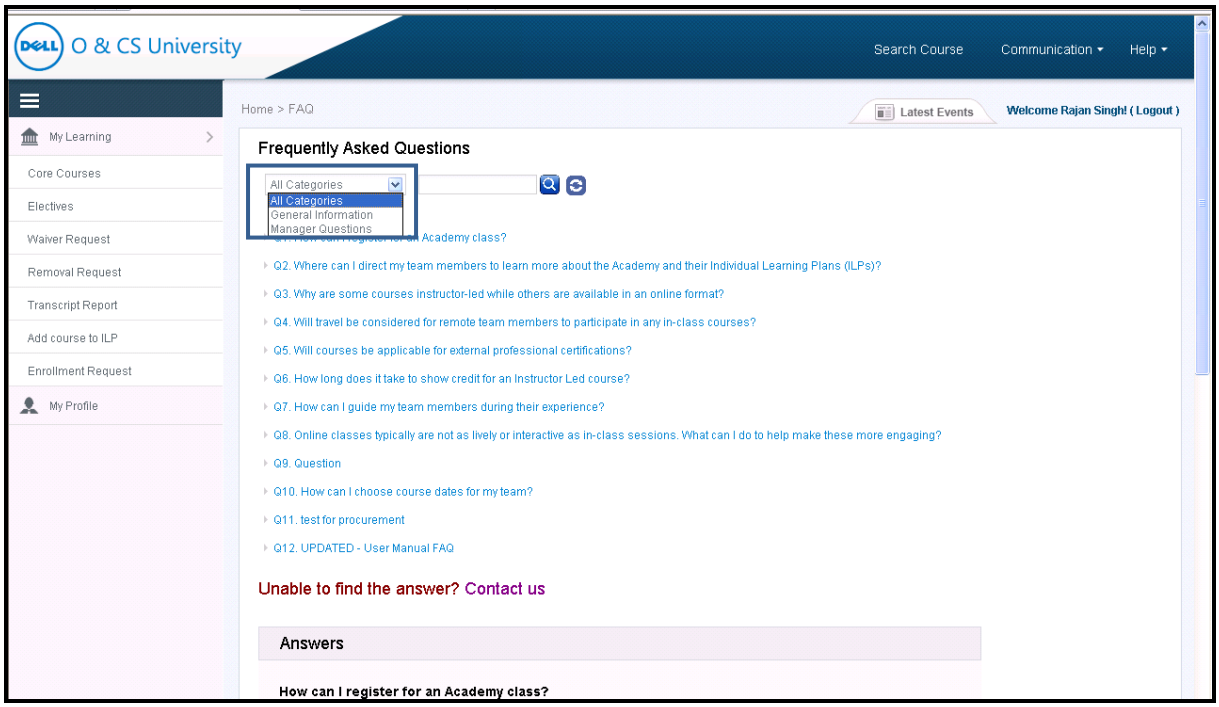

O & CS University
Search Course
Communication
Help
Home > FAQ
Latest Events
Welcome Rajan Singh! ( Logout )
My Learning
Core Courses
Electives
Waiver Request
Removal Request
Transcript Report
Add course to ILP
Enrollment Request
My Profile
Frequently Asked Questions
All Categories
Q1. How can I register for an Academy class?
Q2. Where can I direct my team members to learn more about the Academy and their Individual Learning Plans (ILPs)?
Q3. Why are some courses instructor-led while others are available in an online format?
Q4. Will travel be considered for remote team members to participate in any in-class courses?
Q5. Will courses be applicable for external professional certifications?
Q6. How long does it take to show credit for an Instructor Led course?
Q7. How can I guide my team members during their experience?
Q8. Online classes typically are not as lively or interactive as in-class sessions. What can I do to help make these more engaging?
Q9. Question
Q10. How can I choose course dates for my team?
Q11. test for procurement
Q12. UPDATED - User Manual FAQ
Unable to find the answer? Contact us
Answers
How can I register for an Academy class?
To register for a class, simply accept the invitations from the GO&EUCS University as they arrive in your mailbox. You will automatically be invited to courses that are on your ILP when the courses are scheduled in your location
Top
Where can I direct my team members to learn more about the Academy and their Individual Learning Plans (ILPs)?

**Figure 61: FAQ Page**

If you click on a particular question, you will be directed to that question and answer.


Will travel be considered for remote team members to participate in any in-class courses?
The majority of courses offered in-person also will be available through instructor-led, virtual classes that are targeted to each geographic region.
Top
Will courses be applicable for external professional certifications?
This is currently under consideration and will be offered based on the relevant certification programs that apply to the functional skills of each Academy.
Top
How long does it take to show credit for an Instructor Led course?
You can expect to see credit for a course within one business week of successfully completing the course.
Top
How can I guide my team members during their experience?
As a manager, you can provide several touch points to increase the impact of courses on team members. Prior to training, make sure you're aligned with their ILPs and IDPs; set aside time to discuss these in-depth. Before each course begins, talk through what the learning expectations are for the specific topic. After each course, discuss what was learned and explore how to apply newly-gained skills in specific roles and situations
Top
Online classes typically are not as lively or interactive as in-class sessions. What can I do to help make these more engaging?
Though instructors are not physically present for these online courses, there still is an opportunity to create a high-touch learning experience for your team. For those team members who are in the same site, use online courses as an opportunity to bring them together in a room to experience learning together. Be more inclusive by inviting your remote team member(s) also required to take the same courses to participate via phone.
Top
Question
Answer
Top
How can I choose course dates for my team?

You also have the option to filter the questions by selecting a category from the highlighted dropdown.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Transcript Report
Add course to ILP
Enrollment Request
My Profile
Frequently Asked Questions
All Categories
All Categories
General Information
Manager Questions
Q2. Where can I direct my team members to learn more about the Academy and their Individual Learning Plans (ILPs)?
Q3. Why are some courses instructor-led while others are available in an online format?
Q4. Will travel be considered for remote team members to participate in any in-class courses?
Q5. Will courses be applicable for external professional certifications?
Q6. How long does it take to show credit for an Instructor Led course?
Q7. How can I guide my team members during their experience?
Q8. Online classes typically are not as lively or interactive as in-class sessions. What can I do to help make these more engaging?
Q9. Question
Q10. How can I choose course dates for my team?
Q11. test for procurement
Q12. UPDATED - User Manual FAQ
Unable to find the answer? Contact us
Answers
How can I register for an Academy class?

**Figure 62: Select Category for FAQ**

Once you select a category, questions that are specific to that category will only be displayed.

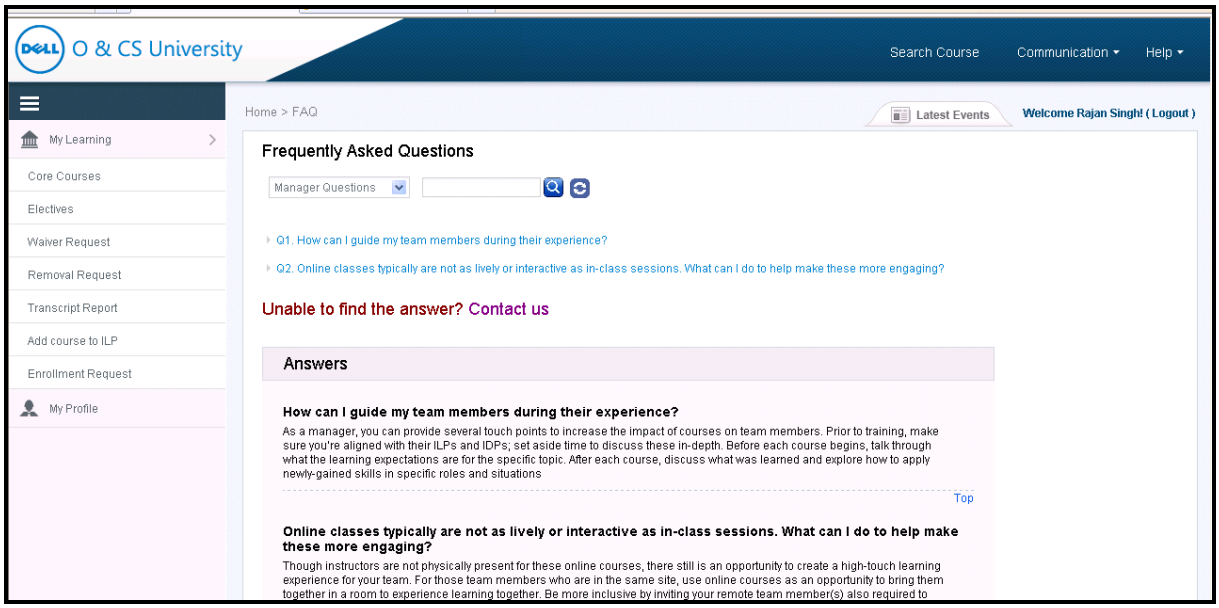
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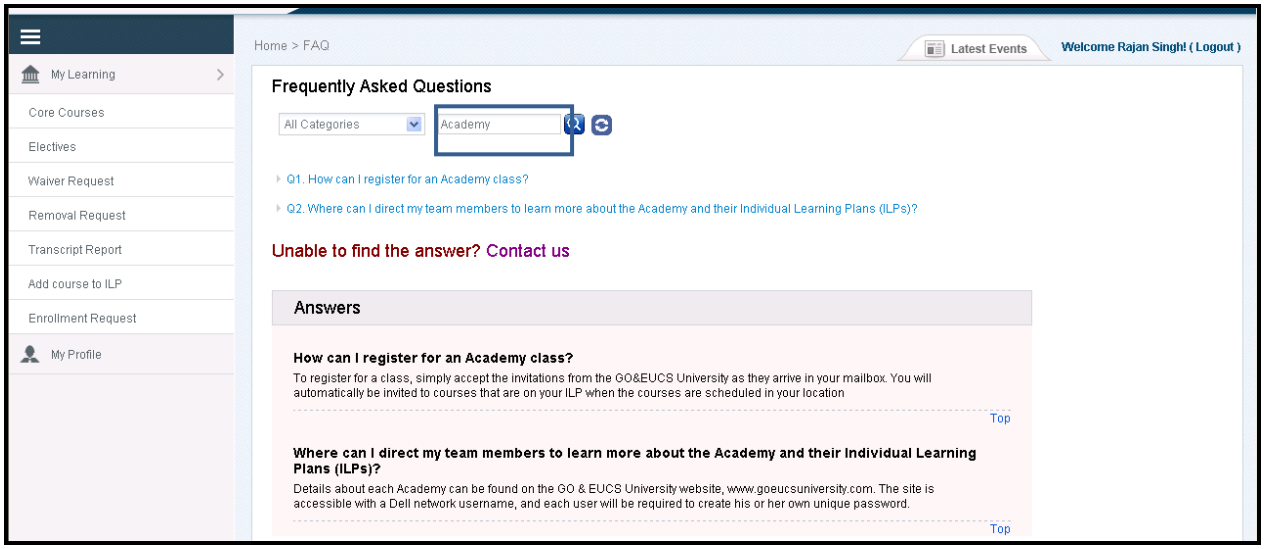
**Figure 63: Category Questions**

You also have a search textbox provided to search by keywords. For e.g. You may enter ‘Academy’ as a keyword and click on the search icon. In this case, only those questions that contain the word ‘Academy’ will be displayed.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All Categories
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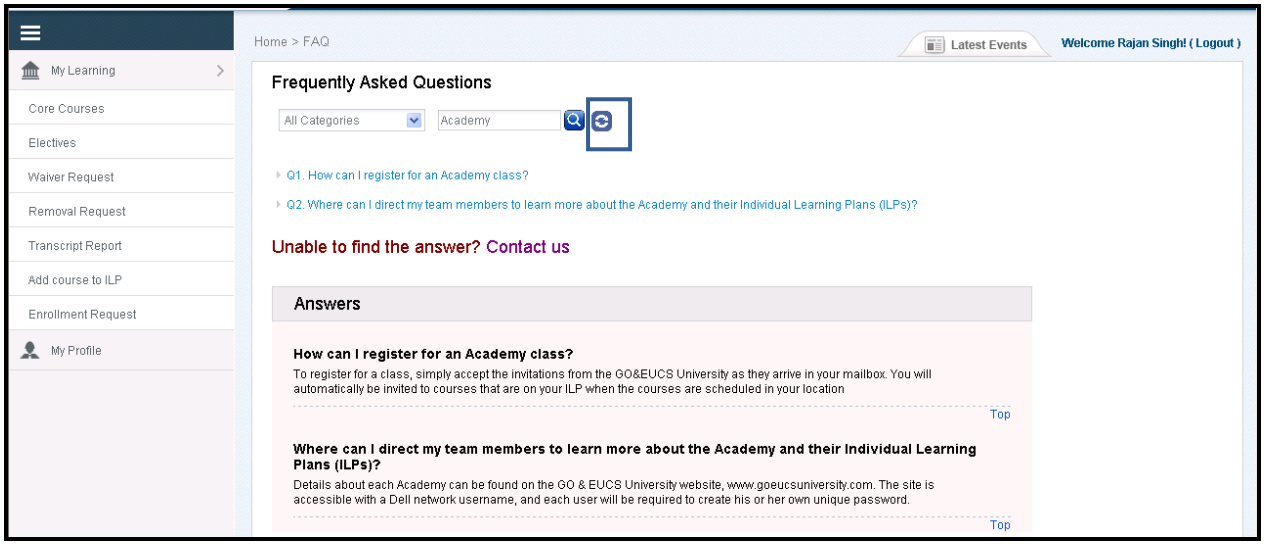
Top
Where can I direct my team members to learn more about the Academy and their Individual Learning Plans (ILPs)?
Details about each Academy can be found on the GO & EUCS University website, www.goeucsuniversity.com. The site is accessible with a Dell network username, and each user will be required to create his or her own unique password.
Top

**Figure 64: Keyword Search**

To clear the searched keyword questions, click on the Refresh icon (highlighted).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Top

**Figure 65: Refresh**